Position Description
Senior Environmental Planning Officer – Development Assessment

January 2021

DETAILS

Team and Department	Development Assessment
Division	City Planning
Supervisor	Coordinator – Major Assessments
Direct Reports	NA
Grade	16
Delegation of Authority	NA
Budget	NA
City Plan Directions	4b: New and existing development is managed by a robust framework.

PURPOSE

Coordinate and assess a case load of development applications, modification applications, and section 8.2 reviews within Randwick City Council to ensure that it occurs in a way that is consistent with the requirements of the *Environmental Planning and Assessment Act 1979* and relevant Council environmental planning instruments, controls, codes and policies.

KEY ACCOUNTABILITIES

1. The position has close contact with stakeholders in undertaking the functions of development assessment services. Council places great value on providing a high level of service to customers.
2. The position is required to effectively manage, negotiate, balance and mediate on competing priorities.
3. Directly respond to and determine customer service enquiries and requests.
4. Demonstrate consideration and implementation of Council's ICARE values in all activities, tasks, services and projects undertaken.
5. Assess development applications, modification application and section 8.2 reviews in accordance with statutory requirements, Council planning controls, codes and policies and in accordance with the procedures contained in the Development Assessment Procedures Manual.
6. Organise and negotiate/mediate with applicants and objectors to break deadlocks and achieve satisfactory outcomes.
7. Appear as an expert planning witness in the Land and Environment Court of NSW.
8. Assist in the effective implementation and development of Council's computerised applications tracking and information system.
9. Act as a backup Duty Planning Officer on a roster basis at Council's Customer Service Centre.
10. Directly respond to and resolves customer enquiries and action requests in a professional manner.
11. Contribute positively to the effective operation of the City Planning Division and the Development Assessment team.
12. Act in the position of Coordinator in the absence of the incumbent, as required.

13. Undertake other duties as may be requested by the Manger Development Assessment for the effective operation of the Development Assessment business unit.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Tertiary qualification at degree level in planning, architecture, urban design, or a related field (i.e. building surveying, construction management, etc).
2. Extensive experience in the assessment of complex planning matters, preferably within local government within NSW.
3. Demonstrated experience in handling Land and Environment Court matters.
4. Good knowledge of the Environmental Planning and Assessment Act 1979 and other relevant environmental and planning legislation.
5. Strong oral and written communication skills and able to demonstrate ability to communicate effectively with people at all levels and to establish and maintain interpersonal relationships.
6. Good computer literacy and understanding of software packages such as Word, Excel, PowerPoint, etc.
7. Demonstrated high quality report writing skills.
8. Awareness of and commitment to the principles of quality customer services.
9. Demonstrated knowledge of and commitment to the principles of Equal Employment Opportunity, Work Health and Safety and a culturally diverse society.
10. Demonstrated commitment to ethics, probity and transparency in decision making.
11. Current Class C driver licence.

DESIRABLE

12. Demonstrated understanding of heritage conservation and urban design.
13. Experience with NSW Planning Portal, TRIM and Pathway systems.

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C Class
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	NO

Delegations
Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct
All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety
All staff are required to adhere to Councils Workplace Health and Safety Policy