# Bayside Council
### Serving Our Community

# Position Description

## Senior Development Assessment Planner

## Position profile

| Business Unit | Development Services | Position number | P10062 P10063 P10064 P10065 P10066 P10067 P10068 P10069 |
|---|---|---|---|
| Department | City Futures | Status | Full Time Permanent |
| Salary group | | Date endorsed | 8 August 2017 |
| Reports to | Coordinator – Development Assessment | | |

## Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south.  With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.
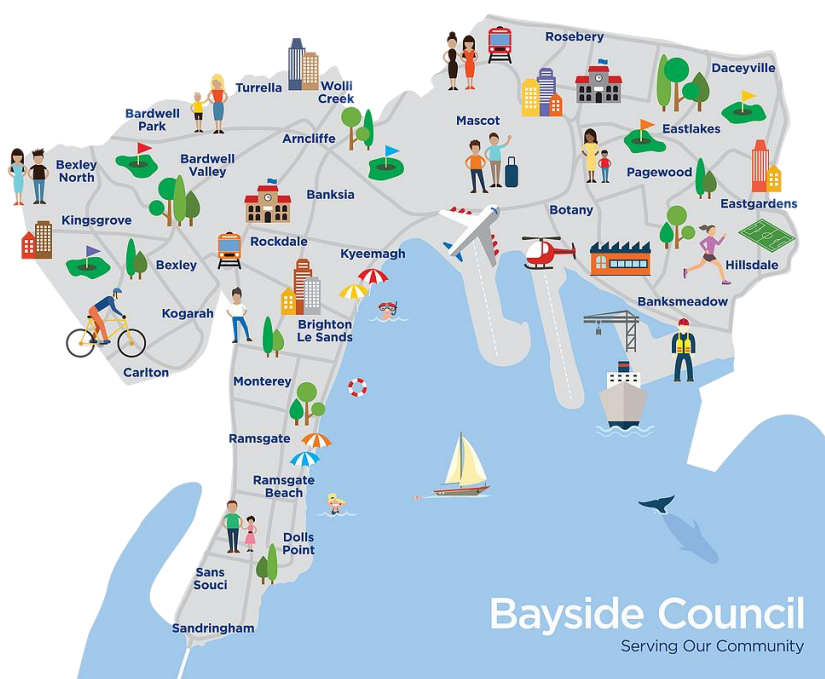
# Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership -** We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People -** We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships -** We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service -** We go above and beyond - delivering an outstanding customer experience every time

# Primary purpose of the role

Provide assessment and reporting on more complex Development Applications to ensure compliance with policy and legislation.

The role is responsible for assessing and reporting on Development Applications in an accurate manner within required timeframes.

# Key accountabilities

Within the area of responsibility, this role is required to:

- Assess more complex and contentious Development Applications to ensure that Council's statutory and planning obligations are met.
- Manage all inputs to provide advice on the outcome of development assessments and to ensure response timeframes and quality development outcomes are met.
- Assist the Coordinator of Development Advisory Services with the preparation and delivery of pre Development Applications to ensure efficient and informed outcomes.
- Prepare accurate and comprehensive reports and correspondence on development matters to facilitate timely decision making and outcomes, and to respond to applicants and community stakeholders.
- Brief Council's legal representatives, prepare relevant court documents and provide expert evidence in order to represent Council in the Land and Environment Court of NSW.
- Attend Council and Planning Panel meetings as required, to present and respond to enquiries regarding development applications and recommendations.
- Attend meetings and participate in stakeholder engagement activities to understand and meet the needs of the local community.
- Guide, assist and provide support to Assessment Planners and Student Planners to build team capability and best practice in the efficient and quality processing of allocated development assessment work.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.

- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

## Key challenges

- Identifying and resolving complex and difficult issues to provide a professional, courteous, timely and positive response to customers and stakeholders.
- Maintaining up to date knowledge in regard to planning issues, planning legislation and challenges affecting the Bayside LGA.
- Balancing community expectations, market forces, and Council policy and government requirements in a politically sensitive environment.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

## Role Dimensions

### Decision Making

- The role operates with a level of autonomy and is accountable for timely and quality development assessment outcomes, and to meet Council and community expectations.
- Collaborates with the team to respond to work requests, demands and Council priorities.
- Guided by Council strategic plans, statutory guidelines and relevant legislation.

### Essential Requirements

- Relevant tertiary qualifications equivalent to Bachelor Degree level and extensive experience in a relevant field.
- Extensive working knowledge of planning legislation and regulations.
- Current Drivers Licence Class C.

## Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

| NSW Public Sector Capability Framework | | |
|---|---|---|
| **Capability Group** | **Capability Name** | **Level** |
| Personal Attributes | Display Resilience and Courage | Adept |
| | **Act with Integrity** | **Adept** |
| | Manage Self | Adept |
| | Value Diversity | Intermediate |
| Relationships | Communicate Effectively | Adept |
| | **Commit to Customer Service** | **Intermediate** |
| | Work Collaboratively | Intermediate |
| | **Influence and Negotiate** | **Intermediate** |
| Results | **Deliver Results** | **Intermediate** |
| | Plan and Prioritise | Foundational |
| | **Think and Solve Problems** | **Adept** |
| | Demonstrate Accountability | Intermediate |
| Business Enablers | Finance | Foundational |
| | **Technology** | **Intermediate** |
| | Procurement and Contract Management | Foundational |
| | Project Management | Intermediate |

## Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**<br>Act with Integrity | Adept | • Represent the organisation in an honest, ethical and professional way and encourage others to do so<br>• Demonstrate professionalism to support a culture of integrity within the team/unit<br>• Set an example for others to follow and identify and explain ethical issues<br>• Ensure that others understand the legislation and policy framework within which they operate<br>• Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Relationships**<br>Commit to Customer Service | Intermediate | • Support a culture of quality customer service in the organisation<br>• Demonstrate a thorough knowledge of the services provided and relay to customers<br>• Identify and respond quickly to customer needs<br>• Consider customer service requirements and develop solutions to meet needs<br>• Resolve complex customer issues and needs<br>• Co-operate across work areas to improve outcomes for customers |
| **Relationships**<br>Influence and Negotiate | Intermediate | • Utilise facts, knowledge and experience to support recommendations<br>• Work towards positive and mutually satisfactory outcomes<br>• Identify and resolve issues in discussion with other staff and stakeholders<br>• Identify others' concerns and expectations<br>• Respond constructively to conflict and disagreements<br>• Keep discussion focused on the key issues |
| **Results**<br>Deliver Results | Intermediate | • Complete work tasks to agreed budgets, timeframes and standards<br>• Take the initiative to progress and deliver own and team/unit work<br>• Contribute to allocation of responsibilities and resources<br>• to ensure achievement of team/unit goals<br>• Seek and apply specialist advice when required |

| NSW Public Sector Capability Framework | | |
|---|---|---|
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Results**<br>Think and Solve Problems | Adept | • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence<br>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options<br>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness<br>• Identify and share business process improvements to enhance effectiveness |
| **Business Enablers**<br>Technology | Intermediate | • Apply computer applications that enable performance of more complex tasks<br>• Apply practical skills in the use of relevant technology<br>• Make effective use of records, information and knowledge management functions and systems<br>• Understand and comply with information and communications security and acceptable use policies<br>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies |

## Corporate Obligations

| | |
|---|---|
| **Budget** | Council adopted budget for financial year. |
| **Delegations** | Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager. |
| **Risk Management** | Contribute to Council's risk management framework. |
| **Integrated Management Systems** | Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement. |
| **Workplace Health and Safety** | **Workers** have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities:<br><br>• Participate in the implementation of WHS information within Council's Safety Management System (SMS)<br>• Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations<br>• Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives<br>• Wear personal protective equipment and follow safe work procedures, where relevant<br>• Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and<br>• Participate in incident investigations and risk assessments within 24 hours of notification.<br><br>**INDOOR EMPLOYEE:**<br>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:<br>• Lifting/moving files, storage boxes etc,<br>• Moving equipment for set up and storage,<br>• Moving tables and chairs for meetings or training,<br>• Sitting and working posture when in meetings and at the workstation. |
| **Code of Conduct** | All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy. |
| **Customer Service** | Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures. |
| **Records Management** | Comply with Council's Records Management policies, procedures and guidelines. |
| **Disclosures of Interest** | Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993). |
| **Equal Employment Opportunity** | Comply with EEO based legislation and Council's policies, procedures and guidelines. |

| HUMAN RESOURCES USE (REMOVE EITHER YES OR NO) | |
|---|---|
| Does this position fall under the definition of child related employment? | **No** |
| Does this position require incumbent to undergo criminal reference check? | **No** |
| Does this position require incumbent to demonstrate good driving record or possess a specific licence? | **Yes** |
| **Specify licence**: Class C Drivers Licence | |
| Will incumbent need to make disclosure of pecuniary interest? | **Yes** |
| Could there be a conflict of interest with secondary employment? | **Yes** |