



# Position Description

## Development Officer Planning

### Council Strategic Vision

**Balancing our progress with our heritage, we lead in coastal management to deliver high-quality public spaces and services to build a welcoming, safe and active community where resident, visitor and business prosperity meet.**

### Our Culture

**A place that proudly delivers great things.**

*Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.*

### Our Values

**ARISE: Achievement, Respect, Innovation, Simplicity, Engagement**



<b>TITLE:</b>	<b>Development Officer, Planning</b>
<b>LEVEL:</b>	<b>4/5</b>
<b>POSITION OBJECTIVE:</b> The Development Officer, Planning is responsible for contributing to the Development Services Unit, in its regulatory and facilitation roles, delivering effective services which meet legislative requirements and the needs and expectations of the community. This includes undertaking development assessments in the administration of the Planning, Development and Infrastructure Act 2016 and associated Regulations, and undertaking research, reporting and correspondence on planning, policy and strategy matters.	

## 1. REPORTING RELATIONSHIPS

- This position reports to the Manager Development Services.
- There are no staff reporting to this position.

## 2. KEY PERFORMANCE INDICATORS

- Evidence that development applications and assessments have been appropriately processed and assessed.
- Evidence that relevant inspections have been undertaken in accordance with legislation and Council policy.
- Evidence that relevant documentation is appropriately maintained.
- Complete annual PDR with measurable goals and an effective development plan aligned to role requirements.

## 3. POSITION DETAILS

### PEOPLE & CULTURE

- Attend to telephone and counter enquiries on zoning, development applications and general development assessment matters.
- Pro-actively develop and maintain respectful and positive relationships both internally and with customers and volunteers.
- Actively participate and maintain a customer focused culture.

### SYSTEMS & PROCESSES

- Assess, undertake consultation and agency referrals, prepare reports, update computer records and undertake administrative duties in relation to planning aspects of Development Applications.
- Generate planning and land division consent through the SA Planning Portal.
- Inspect properties which are the subject of development applications, customer queries or enforcement matters.
- Investigate complaints of breaches of the Planning, Development and Infrastructure Act 2016 and Regulations.
- Peruse Building Rules Consent stage applications for consistency between privately certified drawings and those issued with Planning Consent.

- Participate in the management of appeal matters including (where necessary) providing assistance with the preparation of expert statements of evidence and attendance at the Environment, Resources & Development Court.
- Undertake general administrative duties associated with the assessment of development.
- Respond to planning correspondence regarding development assessment matters and relevant planning policy matters.
- Prepare written reports for the Council Assessment Panel.
- Assist with investigation of issues relating to planning policy and the preparation of specific reports and surveys as directed.
- Actively seek and suggest ways to improve work practices and outcomes.

#### QUALITY & COST

- Update computer based records associated with planning and development aspects of properties, including maintenance and improvements to Council's website with respect to information relating to development assessment and land use policy matters.
- Deliver quality outcomes on time and on-budget.
- Undertake research and small projects as required.

#### DEVELOPMENT

- Pro-actively participate in the Professional Development & Review (PDR) process and provide suggestions on how individual capabilities can be expanded as they relate to the role.
- Actively listen to the needs, concepts and ideas of peers, the community and customers.

### 4. PERSONAL CRITERIA

#### Qualifications

- Successful completion or progress towards completion of a Bachelor in Urban and Regional Planning or equivalent tertiary qualification related to urban planning – **highly desirable**.
- Holds an unencumbered Australian drivers licence – **essential**.

#### Experience & Knowledge

- Experience in development assessment and urban planning policy investigations - **highly desirable**.
- A working knowledge of the Planning, Development and Infrastructure Act 2016 and associated Regulations and the Planning and Design Code - **essential**.
- An awareness and basic knowledge of the Local Government Act - **essential**.
- An awareness and understanding of the National Construction Code - **highly desirable**.
- A working knowledge and understanding of planning concepts (**essential**) including:
  - Residential, retail and commercial developments
  - Traffic and parking issues
  - Planning and Design Code Amendments
  - Environmental impact statements for major development
- Proficient in the use of Microsoft Office – **essential**.
- Experience in interpreting building and development plans - **essential**.
- Experience in undertaking research in planning and development related subject matters - **highly desirable**.
- A working knowledge of General Council Policies - **highly desirable**.

- Knowledge and understanding of any other legislation, guidelines and standards relevant to the area of operation - **highly desirable**.

#### Personal Capabilities

- Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – **essential**.
- High level verbal and written communication skills – **essential**.
- Ability to prioritise workload and meet set timelines – **essential**.
- Ability to be resilient, innovative, flexible and readily accommodate change – **essential**.
- Ability to analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgement – **essential**.
- Demonstrated commitment to exploring and expanding individual capabilities – **essential**.
- Ability to work both independently and in a team environment – **essential**.
- Ability to share information and expertise freely – **essential**.

### 5. WORK HEALTH & SAFETY RESPONSIBILITIES

- Comply with any reasonable instruction in relation to WHS.
- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures, management systems and consultative structures.

### 6. SPECIAL CONDITIONS

- Classification will be determined upon appointment, in line with experience.
- Some out of hours work may be required including attendance at official meetings after hours.
- A National Police Clearance is required to be undertaken by all employees appointed to prescribed positions, and will be renewed every three (3) years thereafter.

### 7. OUR VALUES

As a value based organisation we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Achievement** - Providing services that meet the needs of our community by ensuring that our decisions today will positively affect our future.

- **Respect** - Appreciating other people's ideas and views and valuing 'Our Place, Our People, and Our Community.'
- **Innovation** - Seeking new and better ways of doing things and quickly adapting to, and exploring, new opportunities.
- **Simplicity** - Being honest, open and direct with our communication and finding easier and simpler ways to do things.
- **Engagement** – Providing opportunities for our people to be active participants in the spectrum of Council life.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

## 8. ACKNOWLEDGEMENT

Employee Name:	_____	Direct Manager:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____