

Position Description



POSITION DETAILS	
Date of PD	March 2019
Position Title	Senior Development Assessment Officer
Position Grade	11
Directorate Business Unit	City Strategy and Development Development & Traffic Services
Reports to	City Significant Manager
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

KEY RESPONSIBILITIES

- Process Development Applications (s.78, s.82A & s.96 EP&A Act) and Masterplans (cl.30 PLEP) subject to delegations by:
 - Notifying Development Applications in accordance with Council policy,
 - Negotiating development solutions with highly motivated and resourced customers within complex and sometimes ambiguous guidelines,
 - Specialised planning assessment within a complex statutory framework of the widest range of development proposals,
 - Determining applications,
 - Preparing assessment reports for determination by Council and CPPC.
- Manage appeals to the Land & Environment Court.
- Represent Council at external forums.
- Provision of planning advice to customers both internal and external by:
 - Response to written enquiries,
 - Providing planning and construction advice at the customer service centre,
 - Providing pre-lodgement planning advice to highly motivated and resourced customers.
- Maintain the applications module for Pathways, DA tracking and TRIM.
- Identify and participate in continuous improvement programs and activities (i.e. policy development and cultural change).
- Issue planning certificates (s.149 EP&A Act).
- Act in the role as Team Leader of Development Assessment and assist in the mentoring and professional development of staff within Development Assessment Services.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.

- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none">• Specialised tertiary qualifications and skills in the application of theoretical knowledge within a statutory and judicial framework• Degree in Town Planning• Current motor vehicle Driver Licence• Member of Planning Institute of Australia (PIA) and certified practicing planner would be an advantage <p>EXPERIENCE:</p> <ul style="list-style-type: none">• At least 5 years' experience as a Town Planner in an organisation with similar diversity of commercial, industrial, residential and community development, as City of Parramatta Council.

<p>Acknowledgement:</p> <p>I, acknowledge that I have read and understood the above position description and have been given a personal copy.</p> <p>Signatures:</p> <p>Employee's Signature..... Date:</p> <p>Manager's Signature..... Date:</p>
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