

# Position Description



POSITION DETAILS	
Date of PD	March 2019
Position Title	Development Assessment Officer – City Significant Development
Position Grade	9
Directorate   Business Unit	City Strategy and Development   Development & Traffic Services
Reports to	Manager City Significant Development
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,
  - Determining applications subject to delegations,
  - Preparing assessment reports for determination by Council and CPPC.
- Manage appeals to the Land & Environment Court.
- Represent Council at external forums.
- Provision of planning and construction advice to customers both internal and external by:
  - Response to written enquiries,
  - Providing planning and construction advice at customer service centre.
- 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).
- 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.

<b>Knowledge</b>	
<b>QUALIFICATIONS:</b>	Specialised tertiary qualifications and skills in the application of theoretical knowledge within a statutory and judicial framework: <ul style="list-style-type: none"><li>• Degree in Town Planning,  PLUS - Current motor vehicle Driver Licence.</li></ul>
<b>EXPERIENCE:</b>	At least 2-3 years experience as a Town Planner in an organisation with similar diversity of commercial, industrial, residential and community development, as City of Parramatta Council.
<b>DESIRABLE QUALIFICATIONS, EXPERIENCE AND COMPETENCIES</b>	
Member of Planning Institute of Australia (PIA) and certified practicing planner.	

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