northern beaches council

Position Description

PART 1 – POSITION DETAILS

Position Title	Principal Planner
Position Number	Various
Division	Planning & Place
Business unit	Development Assessment
Grade	Northern Beaches Grade K
Reports to	Manager, Development Assessment
Hours	70 hours per fortnight
Status	Permanent
Date of last review and update	May 2019

NORTHERN BEACHES COUNCIL'S VISION

Our Vision is "Delivering the highest quality service, valued and trusted by our community" critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Planning & Place

The Planning & Place Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units – Development Assessment, Strategic & Place Planning, and Environmental Compliance.

PART 2 – BUSINESS UNIT OVERVIEW

Development Assessment Business Unit

The Development Assessment Business Unit responsibly assess development applications, provide advice on development issues and effectively communicate processes, decisions and outcomes to community stakeholders. The Business Unit acts as the consent authority for several applications and represents Council at Local and Regional Panels and the Land and Environment Court of NSW.

The Development Assessment Business Unit is committed to providing a high-quality service to all stakeholders, including our community, the Leadership Group, other council staff and the Council. The Business Unit strives to use better practice methods and procedures whilst developing and implementing new ways to conduct day to day operational duties to improve efficiency whilst maintaining Council's core values.

The Unit has 5 teams, Fastrack applications, North & South applications, Development Advisory Services, and the Business Systems and Administration.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Reporting to Manager, Development Assessment, the position of Principal Planner is responsible for working within a team environment, contributing to integrated development assessment, which reflects the intent and direction of the relevant legislation by project management of more complex applications and associated issues.

Key Responsibilities

- The assessment, preparation of assessment reports and issuing of relevant determinations and certificates, including notices of determinations which include conditions of approval or reasons for refusal, ensuring compliance with relevant planning legislation, Council's Planning Controls, Australian Standards and Council policies.
- Provides efficient and effective review of new Development Applications and other related applications which takes account relevant legislation, referral requirements and notification requirements.
- Provides a specialist service in the management and coordination of Pre-lodgement Meetings (PLM's) through working closely with the Managers, Principal Planners/Planners and Administration Staff.
- Representation of Council in the Land and Environment Court of NSW.
- Provides assistance and manage with the delivery of planning advice to internal and external customers through the Development Advisory Service Team as required.

People Leadership

- Role model the Northern Beaches Councils values and behaviours.
- Provide advice and assistance to the Managers, Principal Planners/Planners in respect of the management of the DA and PLM processes through open communication and cooperation within the Division.
- Ensure acceptance of a service delivery culture and teamwork culture while effectively implementing Council's policies and procedures.
- Mentor and coach Planners and Student Planners.

Operational

- Manage the review of incoming Development Applications and other related applications using the NSW Government portal and Council's system.
- Preparation of high quality assessment reports on a range of development types.
- Provide specialist advice at Pre-lodgement meetings, including liaison with the Applicant, the Development Assessment Managers and responsible Principal Planner/Planner to identify key issues, internal referral group stakeholders, the conduct of the meeting, assistance with recording and preparing the minutes of the meeting and the timely completion, quality checking and despatch of the minutes.
- Provision of specialised and professional/technical advice to internal and external customers through Council's Planning Advisory Service Team, Council's Design & Sustainability Advisory Service Panel (DSAP).
- Always providing great customer service by being professional, courteous and respectful to all parties when undertaking duties.
- Undertake a proactive role in developing and maintaining a continuous improvement process for the area. This will include being involved in projects designed to improve systems and processes. It will

require working in consultation with the Managers, Principal Planners, and Coordinators, to improve relevant processes, the Pre-lodgement Meeting Service, the DA Assess module system and the ~~Duty~~ Planning Advisory Services.

- Fulfil delegated authorities relating to legal issues including representing Council in the Land and Environment Court, where applicants have appealed against Council decisions; ensuring related reports are completed in an accurate and timely manner; and issue of appropriate orders under the relevant legislation for the control of approved developments, and attendance at court as required to determine orders.
- Be responsible for assisting with the management of complex and potentially high profile projects for Council.
- Attend Panel meetings, including DDP, NB~~IAP~~ NBLPP, SNPP and DSAP.
- Provide support to the Development Assessment Manager during periods of leave as required.
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC.
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures.

Reporting and Advising

- Provide timely and accurate advice and feedback to the responsible Planning Assessment Manager on the following:-
  - Issues relating to DA's, Pre-Lodgement meetings and ~~Duty~~ Planning advice
  - Allocation of DA's and other relates applications to Principal Planners/Planners
  - Recommendations of operational changes to Council's procedures and policies.
- Ensure DA's and other related applications are reviewed and determined within agreed timeframes.
- Ensure issues and concerns in relation to PLM's are managed is consultation with the Managers.

****While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Relevant tertiary qualifications and/or significant practical experience in a similar role.

Capabilities & Knowledge

- Proven understanding and ability to apply relevant legislation, regulations and standards in urban development and construction.
- Demonstrated application of a continuous improvement approach which results in positive changes to the workplace and to service delivery.
- Demonstrated ability to work within a Team.
- Demonstrated ability to maintain confidentiality.
- Demonstrated experience in and commitment to providing quality customer service, including the ability to provide clear, timely and accurate advice.
- Demonstrable highly developed computer application skills including: operations of Windows based system.
- Highly developed written communication skills including; report writing, letters, memos and emails.

- Highly developed oral communication skills, including telephone, face to face presentation and conducting meetings with internal and external customers.
- Demonstrated ability to report on, recommend and implement improvements to systems, to make decisions and act with initiative to identify and resolve problems of complex matters, including solving a range of different problems of some complexity.
- Demonstrated effective conflict management and complaints management, particularly when dealing with difficult, uncommunicative or highly stressed people.
- Demonstrated excellent planning, organising and time management skills; within an environment of frequent interruptions and conflicting priorities.
- Behaviour that positively demonstrates Council's values of: trust, teamwork, respect, integrity, service and leadership.
- Demonstrated commitment to continuous learning, EEO, Workplace Health and Safety and ethical principles.
- Current Class C (minimum) Driver's Licence or equivalent.

PART 5 – DESIRABLE CRITERIA

- Degree level qualifications in Town Planning, Urban Design, Architecture or other related specialist area.
- Knowledge and understanding of Local Government.