

POSITION DESCRIPTION

Team Leader Development Assessment
(POS1128), (POS1129), (POS1132), (POS2406)

Directorate:	Planning and Compliance	Department:	Development Assessment
Position Grade:	16	Reports to:	Coordinator Development Assessment
Last review:	May 2022	Next review:	May 2024
		Version No.:	2.0

Position purpose:

- 1) To assess and report on all forms of Development Applications and Modification Applications and liaise with the public and developers. Reply to both written and verbal enquires on planning matters and act as an expert witness to the Land and Environment Court as required.
- 2) To supervise the investigation, evaluation, and reporting of all applications and report regularly to the Coordinator Development Assessment.
- 3) To ensure consistent and cohesive delivery of services across the Development Assessment teams by rotating in the various Team Leader positions as required.

Key accountabilities/responsibilities:

Responsible for:

- 1) Coordinating reports to planning panels for Development Applications, Modification Applications and other development assessment matters, including the Sydney Western City Planning Panel (SWCPP), Liverpool Local Planning Panel (LPP) and Liverpool Design Excellence Panel (DEP).
- 2) The appraisal, processing, reporting and determination of various minor and major/complex Development Applications and Modification Applications.
- 3) Act as an expert witness in the Land and Environment Court.
- 4) Providing accurate written and verbal advice regarding land use, zoning, planning legislation, Council policies and procedures.
- 5) Critical analysis of development proposals, and ability to review, analyse Pre-DAs and chair Pre-DA meetings and provide accurate and timely advice following the meeting.
- 6) Reporting to the Council's Delegated Officer, Sydney Western City Planning Panel (SWCPP), Local Planning Panel (LPP) and Design Excellence Panel (DEP) in response to submitted Development Applications, Modification Applications and other related planning issues.
- 7) Assisting and mentoring Development Planners and staff in processing, manner, and method of assessing Development Applications and Modification Applications, and interpreting planning issues and legislation.
- 8) Providing planning comment on Development Applications and applications for Building Information Certificates.
- 9) Supervising planning employees to assure management of workload and output and to develop a team environment.
- 10) Sound time management and organisational skills, with demonstrated experience in managing competing priorities, levels, and volumes of work.
- 11) Meeting the needs of customers (internal and external), to project and promote the image of Council as an efficient, competent, and courteous organisation.
- 12) Ensuring internal and external stakeholders' expectations are met through prompt, courteous and accurate handling of enquiries.
- 13) Facilitating the resolution of customer enquiries/complaints in a tactful, courteous, and effective manner.
- 14) Ensuring that all enquiries are answered in a timely manner, as per Council's policies.
- 15) Reviewing and implementing procedures to ensure a high level of development outcomes are maintained.
- 16) When required, undertake the lead role of various committees, meetings, panels etc. that fall within the responsibility of the Development Assessment department.
- 17) Ensuring Council's policies are observed and implemented and ensure policies are reviewed as needed and are in accordance with relevant legislation.
- 18) Providing efficient pro-active informative and responsive service to other departments, other organisations, and the community, consistent with legislation, regulations, Council's policies, objectives, vision, and core values.
- 19) Providing timely appropriate and accurate advice to the Manager Development Assessment, Coordinator Development Assessment, and staff.

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- 20) Recognising the importance of, and contribute to teamwork through cooperation, communication, sharing of relevant information, and provision of responsive accurate advice across the Development Assessment department and Council.
- 21) Maintaining an overview of issues within your team area.
- 22) Being a point of contact and provide issue resolution.
- 23) Receiving customer feedback on the Development Assessment process and the delivery of Council's development services.
- 24) Participating in and advise in relation to decision making regarding applications where objections are received.
- 25) Ensuring work plans for the team are achieved in accordance with agreed timeframes.
- 26) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks, and issues to Coordinator Development Assessment in a timely manner.
- 27) Ability to work flexible hours to achieve and complete required tasks.
- 28) Acting in the capacity of Coordinator Development Assessment as required.
- 29) Other duties as directed by the Manager Development Assessment, and Coordinator Development Assessment, that are within the scope of your skills, competence, and training.

Decisions made in the position:

- 1) Determine various applications in accordance with Delegation issued by the Chief Executive Officer.

Decisions referred:

- 1) Various applications in accordance with Delegation issued by the CEO.
- 2) Staff leave applications to be referred to Manager Development Assessment.

Key issues/challenges:

- 1) Timely and accurate assessment of Development Applications and Modification Applications.
- 2) Awareness and understanding of changes to legislation and policy.
- 3) Providing high level of customer service and presenting a positive image of Council.
- 4) Ensuring the continuing professional development of employees is maintained and enhanced.
- 5) Provide leadership to employees.
- 6) Be aware of budgeting issues affecting the planning team.
- 7) To manage work volumes to ensure that adequate level of work is allocated to staff to enable quality decision making which will be benchmarked by the usage of statistics and auditing.
- 8) To provide staff with quality guidance and advice in relation to the technical aspects of their duties and through this process ensure consistency in decision making that is in line with Council's direction.
- 9) Provide a human element and understanding to enable the staff to perform to their optimum, formed on the principles of teamwork, communication, trust and recognising staff's values.
- 10) To review our processes and systems to enable staff to carry out duties professionally.
- 11) Ensure staff adhere to the principles of Council's Code of Conduct.

Key working relationships:

Internal

- Manager Development Assessment.
- Coordinator Development Assessment.
- Other Team Leaders Development Assessment.
- Business Support Officer and Senior Administration Officer.
- Staff within Team.
- Administration Officers.
- Customer Liaison Officers.
- Other Council Staff.

External

- Government Agencies.
- Development Industry.
- Business and Community Groups.
- Residents.
- Individual Applicants.
- Various Professional Consultants.

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA
<p>Qualifications/Licences</p> <ul style="list-style-type: none"> • Degree or diploma qualifications in town planning, regional or urban planning recognised by the Planning Institute of Australia or related discipline. • Current Class C Drivers Licence. • SafeWork NSW WHS White Card.
<p>Experience</p> <ul style="list-style-type: none"> • Extensive experience in Development Assessment is considered necessary to ensure the desired level of expertise/knowledge to adequately carry out the functions of the position. • Extensive experience in handling a wide range of complex applications relating to all possible development on industrial, commercial, or residential zoned land is considered essential to the responsible execution of duties that comprise this position. • Experience in acting as an expert witness in the Land and Environment Court. • Experience in providing instruction and giving evidence before Court. • Proven experience in assessment and application of alternative solutions as provided for under the relevant legislation. • Experience communicating with various internal and external stakeholders including the ability to deal with the community and professional industry to achieve the best possible outcome. • Demonstrated experience and ability in supervising employees and developing a team environment. • Demonstrated ability to interpret Acts and policies and to make appropriate decisions bearing in mind the circumstances and the legislative requirements. • Experience processing planning related enquiries. • Experience and ability to work in a team environment. • Experience in providing leadership to team members. • Experience of updating policies and procedures and developing new policies and procedures.
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity. • Excellent written and verbal communication skills including the ability to write detailed reports and resolve planning issues through effective mediation, negotiation, and conflict resolution. • Excellent interpersonal and public speaking and presentation skills. • High level customer service and case management skills. • Comprehensive knowledge of the Environmental Planning & Assessment Act, Environmental Planning and Assessment Regulations and Local Government Act. • Knowledge of Land and Environment Court Regulations and skilled in legal matters. • Analysis and application of legal advice and court judgements. • Ability to critically analyse and assess Statements of Environmental Effects, Environmental Impact Statements, and reports, with a high attention to detail. • Demonstrated general computer skills and ability to use Microsoft applications including Word, Excel and Powerpoint. • Effective time and staff management skills.
DESIRABLE CRITERIA
<p>Qualifications/Licences/Experience/Knowledge and Skills</p> <ul style="list-style-type: none"> • Ability to have a creative approach to the processes and any reviews that may be undertaken. • Communication skills in explaining circumstances and legislative requirements. • Multi skilled in understanding planning and building related matters. • Experience using the Pathways and TRIM computer applications.

**LIVERPOOL
CITY
COUNCIL**



Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous