

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Planner
Division:	City Planning, Development and Transport
Unit:	Planning Assessments
Management Level:	Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Area Planning Manager

Titles of Positions which report to this position:

None

3. PRIMARY PURPOSE OF POSITION

The primary purpose of this position is the analysis and assessment of planning, urban design and heritage issues associated with the delivery of high quality and timely determinations of development applications (DAs).

The position holder may also be responsible for the analysis of policies and procedures, the implementation of Council's Section 94 Plan, for providing planning support and advisory services for Council and the Central Sydney Planning Committee (CSPC), assisting with systems improvements, customer queries and possible assistance at Neighbourhood Services Centres and/or the One Stop Shop if required.

The primary purpose of the position is the achievement and consistent application of Council policy, embodied in various statutory and policy documents. Commitment to the City's policy agenda is fundamental to the position.

Generally, the position will be assessing applications which do not require reporting to the Council or CSPC. However, as part of career development and subject to capability, reporting of applications to these Committees and the assessment of more complex applications is expected over time.

4. POSITION OBJECTIVES

The major objectives to be achieved by the Planning Assessment Unit are;

- integrity and professionalism;
- high competency levels;
- team work, innovation and willing participation;
- high quality outputs and customer service;
- consultation on workplace change;
- respect for the individual.

The organisation operates in a competitive environment and its services are subject to market testing. The Development Unit plans and regulates development in the City and is accountable for implementing Council's corporate commitment to promoting quality development, and achieving efficient processing of applications. The Unit is responsible for assessing approximately 3000 applications per annum and has a high profile in Council and with Council's customers.

Council's planning controls focus on achieving design excellence and sustainable development. Successful implementation and negotiation of these policies is critical in achieving results for the Unit and the City.

The Unit is committed to efficiency in operation, quality in work, fiscal responsibility, customer service, probity and staff development. Performance measures for these apply to the Unit and will form part of the measures for performance.

To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

(a) Development Assessment

- Effective analysis and assessment of complex and sensitive planning, heritage, urban design and development issues associated with development applications and ensure that development meets statutory requirements, and Council's and the CSPC's policies and objectives;
- Project management of development applications from lodgement to determination and review of DA matters during construction, including co-ordination of input from other Units and Government authorities;
- Write and present reports to Council's committees, Council, the CSPC and to Briefings of these bodies, as required and within capabilities;
- Prepare evidence and appear as an expert witness on behalf of Council in the Land and Environment Court and possibly Local Court and Liquor Administration Board (this likely to be for minor matters, and subject to appropriate capability and qualifications);
- Providing comment on development proposals referred to Council from Planning NSW;
- Ensuring development consent conditions are respected and observed through the construction period, by liaison with other professionals in the organisation, dealing with building certification, lawyers and compliance officers.

(b) Customer Service

- Provide a high level of customer service to applicants, potential applicants, residents and other stakeholders in the City;
- Provide quality advice on development and planning issues to the Lord Mayor, Councillors, CSPC members, the Executive and service Council's Committees and the CSPC, as required;
- Brief the Area Planning Manager, Manager Planning Assessments, Executive Manager Development and Director City Planning, on development and planning issues, as required.

(c) Planning Policy

- Assist in the development of planning instruments and policies, as required.

(d) Other Accountabilities, as required

- Attend CSPC and Council Committee meetings, CSPC Sub-Committee meetings, briefings, site visits, as required;
- Assist the Area Planning Manager and in the day to day operation of the Unit and on special projects;
- Prepare briefs for consultants and engage consultants, as required;
- Assist in the implementation of a new computing system for development applications.

(e) Key Job Behaviours/Outputs

- Project manage development applications in a timely and effective manner to assist in achieving Council's vision for quality development in the City and ensuring legal requirements are met;
 - Efficiently manage a caseload of various applications (such as DAs, s96s, s82A Reviews, referrals from government agencies for comment, etc) in an efficient and professional manner;
 - Contribute to the development of effective procedures and practices for the operation of the Unit;
 - Provide a high level of professional service to the Unit's customers including to the Councillors, CSPC Members and the Executive;
 - Flexibly respond to organisational requirements for urgent work;
 - Represent the City in the Land and Environment Court of NSW for appeals related to development matters as required;
- Identify and implement important systems improvements directly related to the position.

(f) General

- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS).
Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

7. AUTHORITY TO ACT

A degree of autonomy, initiative and decision making is exercised in undertaking work tasks, advising and liaising with stakeholders and in day-to-day operations.

The position entails significant responsibilities for interpreting, negotiating and resolving planning and development related problems and requires advanced analytical ability and the ability to make well argued and defensible value judgements.

Consultation with the Area Planning Manager, Manager Planning Assessments and/or the Executive Manager Development or Director City Planning is required on major development or contentious issues to ensure that approaches and directions are consistent across the Unit.

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities and delegations of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

8. ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- Resolving complex urban design, heritage and other planning related issues relating to development in the City;
- Balancing the competing interests of applicants, authorities, residents, ratepayers and other stakeholders in the City;
- Ensuring the policies of the City are not compromised and are consistently applied;
- Co-ordinating multi-disciplinary input on development matters from within the Unit and other Units, and government authorities;
- Providing thorough and quality assessment within a tight timeframe to Council's committees and the CSPC;
- Providing proactive urban planning policy advice and information to Council, as required;
- Ensuring approvals issued withstand appeals on legal process (123 actions);
- Communicating planning policy and rationale in decision making to the Councillors, CSPC members and the public in a public forum, as required;
- Being able to flexibly respond to Unit and Organisational demands.

Key Selection Criteria

The following are the essential criteria for the position:

- Tertiary qualifications at degree level in Urban Planning, Architecture, Urban Design or related discipline;

- Well developed skills in the assessment and resolution of planning, heritage and urban design issues associated with development applications, preferably in local government;
- Well developed ability to negotiate solutions to complex and sensitive matters;
- Ability to meet strict deadlines and to balance and respond flexibly to competing priorities;
- Ability to research, understand and implement planning policies and procedures;
- Well developed written and oral communication, report writing and presentation skills;
- Well developed computer skills;
- An ability to learn and a desire to expand knowledge and responsibility in planning;
- Demonstrate a commitment to Equal Employment Opportunity, Work, Health and Safety and Cultural Diversity principles.

Desirable Criteria

- Architectural or heritage qualifications/interest.