

# Position Description (Employee)

## Specialist Planner

<b>Division</b>	<b>City Planning, Development and Transport</b>
<b>Business Unit</b>	<b>Planning Assessments</b>
<b>Grade/Band</b>	<b>Band 6</b>
<b>Date position description approved</b>	<b>11 July 2019</b>

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

### Primary purpose of the position

The Specialist Planner is responsible for the efficient and effective assessment of development related applications to ensure planning and development proposals meet statutory requirement, and City's and Central Sydney Planning Committee (CSPC) policies and objectives

### Key accountabilities

- Provide quality advice to Council's Area Planning Managers, Manager Planning Assessment, and Director City Planning and Regulatory Services on development related matters to make informed decisions.
- Produce high quality written reports to relevant committees including the Central Sydney Planning Committee (CSPC) and Council's Local Planning Panel (LPP) to ensure issues are readily understood by stakeholders and compliance.

- Undertake the project management of development related applications from lodgement to determination and manage DA matters arising during construction, including co-ordination of input from other Units and Government authorities.
- Coordinate internal and external development referrals and provide considered responses that illustrate that all matters have been considered and / or satisfied.
- Deliver high quality customer service to applicants, residents and other stakeholders in the City through the provision of expert advice on relevant processes, polices and regulations.
- Deliver evidence and appear as an expert witness on behalf of Council in the Land and Environment Court and Local Court in accordance with legislative requirements and regulations.

## Key challenges

- Complete accurate and timely assessment of development applications within a fast-paced environment. This will demand a high level of organisation and adaptability.
- Strategically balance a broad range of stakeholder needs and customer expectations given that these may often have competing priorities.
- Managing a diverse range of workload requirements given that workloads can often be substantial and difficult to predict.

## Key relationships

Who	Why
<b>Internal</b>	
Area Planning Manager & Area Planning Coordinator	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Team Members	<ul style="list-style-type: none"> <li>• Collaborate with team members</li> <li>• Lead discussions and decisions regarding development applications.</li> </ul>
Internal Referrals  (Health & Building unit, Heritage & Urban Design, Public Domain, Traffic etc.)	<ul style="list-style-type: none"> <li>• Collaborate and provide advice to key stakeholders within the division on development applications and planning matters;</li> <li>• Manage expectations and resolve issues</li> </ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>• Engage in, consult and negotiate the development, delivery and evaluation of projects.</li> </ul>

Who	Why
<p>(Applicants, residents, customers etc.)</p> <p>External Referrals:</p> <p>(State agencies such as RMS, Heritage Council, City Rail, Transport for NSW, Sydney Water etc.)</p>	<ul style="list-style-type: none"> <li>• Manage expectations and resolve issues</li> </ul>

## Key dimensions

### Decision making

A significant 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 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 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.

### Reports to

Area Planning Manager

### Estimated number of indirect reports

None

## Essential Knowledge, Skills & Experience

- Tertiary qualifications, at degree level in Urban Planning, Architecture, Urban Design or related discipline.
- Experience in the assessment and resolution of complex planning, heritage and urban design issues associated with development applications, preferably in local government.

## Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Adept
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
	<b>Manage Self</b>	<b>Intermediate</b>
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Adept
	<b>Community and Customer Focus</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Adept</b>
Results	<b>Deliver Quality Results</b>	<b>Intermediate</b>
	Create and Innovate	Intermediate
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
Resources	Financial Integrity	Foundational
	Technology and Information	Intermediate
	Assets and Tools	Foundational
	Procurement and Contracts	Foundational

*\*This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

## Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that to be meet at least at a satisfactory level for a candidate to be suitable for appoint met.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Follows through reliably and openly takes responsibility for own actions</li> <li>Understands delegations and acts within authority level</li> <li>Is vigilant about the use of safe work practices by self and others</li> </ul>

		<ul style="list-style-type: none"> <li>• Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>• Understands what needs to be done and steps up to do it</li> <li>• Pursues own and team goals with drive and commitment</li> <li>• Shows awareness of own strengths and weaknesses</li> <li>• Asks for feedback from colleagues and stakeholders</li> <li>• Makes the most of opportunities to learn and apply new skills</li> </ul>
<b>Relationships</b> Community and Customer Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer-focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Builds a network of work contacts/relationships inside and outside the organisation</li> <li>• Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>• Negotiates from an informed and credible position</li> <li>• Influences others with a fair and considered approach and sound arguments</li> <li>• Encourages others to share and debate ideas</li> </ul>
<b>Results</b> Deliver Quality Results	Intermediate	<ul style="list-style-type: none"> <li>• Takes the initiative to progress own and team work tasks</li> <li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>• Consistently delivers high quality work with minimal supervision</li> <li>• Consistently delivers key work outputs on time and on budget</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> </ul>

		<ul style="list-style-type: none"> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules. Provides feedback to inform future planning and work schedules</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Gathers and investigates information from a variety of sources</li> <li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>• Asks questions to get to the heart of the issue and define the problem clearly</li> <li>• Analyses numerical data and other information and draws conclusions based on evidence</li> <li>• Works with others to assess options and identify appropriate solutions</li> </ul>