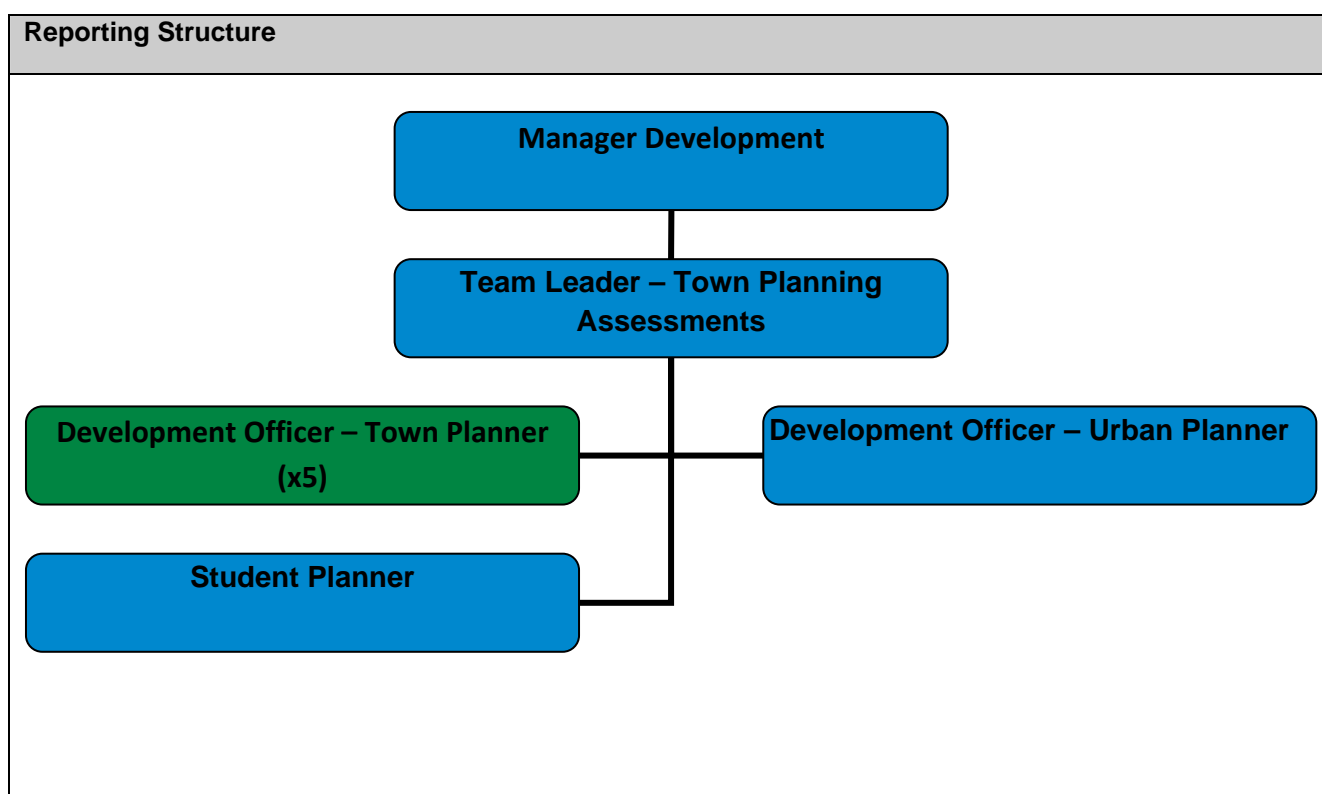


# Position Description

<b>Position Title</b>	Development Officer Town Planner
<b>Position Number</b>	41071
<b>Division</b>	Development & Health
<b>Branch</b>	Development
<b>Special Requirements</b>	Drivers licence
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections
<b>Authorities</b>	As applicable and as delegated by the General Manager

<b>Key Direction/s</b>	Actively Managing Camden's Growth
<b>Local Service/s</b>	Development Control



<b>Position Purpose</b>
To contribute to actively managing the growth of the LGA through effective development control.

## Key Result Areas

- Development applications and inspections
- Policy and procedures
- Customer service
- Branch activities
- Corporate core values

## Key Duties & Responsibilities

### Development applications and inspections

- Assess, recommend and determine development applications in accordance with legislative requirements and Council procedures.
- Decisions are made using sound professional judgement and within delegated authorities
- Represent Council at the Land and Environment Court as required.

### Policy and procedures

- Provide input into policy and procedure reviews and undertake policy/procedure formulation as required.
- Continuously maintain an accurate and up to date working knowledge of planning legislation, environmental planning instruments, Council DCP's, policies and procedures.
- Liaise with and provide assistance to the development industry and community in relation to development applications and development related matters.
- Provide practical and innovative solutions to development issues.

### Branch activities

- Provide assistance to the team leader in the supervision, mentoring and training of junior staff and student planners.
- Assist the team leader in the day to day operations of the team and on all planning matters as required.
- Work cooperatively with the team to achieve performance requirements and improve Council procedures.
- Participate in development working groups, project groups and meetings with internal and external customers.
- Other relevant duties which may be required by the Team Leader or Manager from time to time

### Customer service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

### Corporate core values

- Continuously display Councils corporate core values of leadership, innovation, partnership, commitment and customer focus.

## Essential and Desirable Criteria

### Essential

- Tertiary qualification in urban and regional planning or related discipline and/ or significant related experience.
- Broad and specific understanding of EPA Act, 1979 and BCA
- Strong analytical skills with a demonstrated ability to review processes and procedures to improve service delivery.
- Demonstrated proficiency in Microsoft Office computer applications.
- Experience in urban release area planning.
- Ability to represent Council in legal cases.
- Ability to work both independently and as part of a team.
- Highly developed time management skills and the ability to manage high workloads.
- High level negotiation and dispute resolution skills with the capacity to make decisions.
- Effective oral and written communication skills with the ability to liaise with all levels of internal and external customers.
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

### Desirable

- Ability to write reports on various proposals.
- Working knowledge of AMCORD standards.
- Experience in a supervisory role.
- Experience in group presentations.

## WHS Responsibility

Act in accordance with WHS legislation and Council workplace health and safety policies at all times

**Prepared By**

Team Leader – Town Planning Assessments

**Date Prepared**

January 2012