

Position Description



POSITION DETAILS	
Date of PD	November 2022
Position Title	Development Assessment Officer
Position Grade	10
Directorate Business Unit	City Planning and Design Development and Traffic Services
Reports to	Team Leader Development Assessment or Manager City Significant Development
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for ensuring development outcomes are consistent with the City of Parramatta's Local Environmental Plans, Development Control Plans and general strategic vision, to protect the public interest in development matters, and to contribute to continual process and policy improvement.

Depending in which planning team you are located you will have the following primary functions:

Development Assessment

To assess and report on all types of Development Applications in accordance with relevant planning legislation and the City of Parramatta's Policies and Procedures, and to project manage all aspects of active applications including specialist referrals, contact with stakeholders and the public, and presenting proposals to Planning Decision making bodies. This role will also include the provision of development advice associated with general enquiries and pre-lodgement meetings, as well as Council's preliminary DA assessment process as required and as described above and below.

Development Advice

The provision of high-quality development advice to our external and internal customers that is consistent with relevant legislation and Council's Local Environmental Plans, Development Control Plans and general strategic vision. This position is also responsible for all aspects of our solutions focused pre-lodgement service as well as Council's preliminary DA assessment process. The role will also include assessment of development applications as required and as described above and below.

KEY RESPONSIBILITIES

- Project manage pre-lodgements and development applications in a time efficient manner, producing high quality written reports in accordance with Council's practices, procedures, policies and relevant planning legislation,
- Present high quality written reports and submissions, give verbal advice to design excellence, local and regional planning panels, and State Government and other government agencies.
- Manage and act in appeals in the NSW Land and Environment Court
- Provide professional written and verbal planning advice and guidance to the public and staff across the organisation,
- Represent Council in external planning forums when required
- Manage assessments and advice in line with external user platforms such as the NSW Planning Portal
- Identify development issues and development solutions across a range of development proposals commensurate with experience
- Ensure that the public interest is appropriately represented with regards to Development matters.
- Manage stakeholder expectations and needs in line with Council practices, policies, legislation and associated processes and any changes
- Act in a manner that builds team unity, collaboration and cooperation

- Actively assist in the development and promotion of the good reputation of the City of Parramatta Council and development in the City,
- Maintain Council's records in accordance with Council's policies and legislative requirements.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Services

- Work collaboratively across the Directorate and organisation to provide development advice, produce reports, project manage development assessments and pre-lodgements and undertake research for purposes of same.
- Provide innovative development assessment solutions

Funding

- Ensure that cost recovery of services are implemented by ensuring that Council is paid for service in accordance with Councils Fees and Charges schedule;

Communication

- Communicate Council's development processes, procedures and policies to applicants, potential applicants, and other community members in a clear and concise, accurate and time efficient manner.
- Ensure that sensitive issues are identified early and brought to the attention of the key decision makers within the management team
- Build professional and productive partnerships within Council and with external stakeholders, including agencies, and Planning Panels.

Innovation

- Work collaboratively with teams in solving complex problems innovatively and effectively within a government context, complying with legislation and Council's policies.
- Proactively contribute to the identification and implementation of continuous improvement initiatives
- Stay up to date with all relevant legislation and policy changes and processes

Knowledge

Qualifications (Level)

- Tertiary qualifications in town planning or equivalent

Experience

- Experience in statutory or strategic town planning or allied professional experience and an understanding of the NSW planning system.
- Knowledge and experience in project managing, assessing and reporting on Development Applications;
- Demonstrated skills and experience in analytical, creative thinking, stakeholder management and problem solving across a range of development types and within multi-disciplinary teams;
- Demonstrated experience in delivering excellence in Development Assessment through advice, assessment and negotiation.

Skills

- Excellent project and time management skills;
- Excellent communication, team work, presentation and negotiation skills and experience;
- An understanding of the NSW planning framework relevant to Development Assessment.