



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Duty Planner		
Position Number:		Standard Position Hours:	35 Hours
Directorate:	Planning and Environment	Unit:	Development Services
Salary Grade:	8	Award Band and Level:	Band 3 Level 1
Position Reports to:	Team Leader Development Services		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	1 February 2017	Date Last Reviewed:	2 November 2020
Version:	2	Document Number:	DOC2017/005330

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Business Support
- Strategic Planning

The Development Services Unit is primarily responsible for the assessment of development applications and associated applications, as well as enforcing conditions of consent and controlling unauthorised land use activities.

This Unit works closely with other Units within the Directorate which are responsible for related functions.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

To provide clear and accurate advice in respect of inquiries concerning planning related matters to ensure that development achieves Council's objectives and is compliant with relevant legislative requirements.

KEY ACCOUNTABILITIES

1. Provide detailed written and verbal advice regarding land use, zoning, planning legislation, and Council's plans and policies.
2. Represent Council during discussions with the public and developers in regard to development proposals and preparation of applications.
3. Respond to correspondence and phone calls; and maintain accurate records in accordance with Council's service level standards using Council's Customer Request Management System.
4. Develop and review relevant policies and procedures relating to customer service within the topics of development assessment and strategic land use planning.
5. Keep up to date with industry and legislative developments relating to development assessment and strategic land use planning issues.
6. Any other accountabilities or duties as directed by the Supervisor/Manager which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Relevant tertiary qualifications (at a bachelor degree minimum) in town planning, with the eligibility for acceptance to the Planning Institute of Australia.
2. Relevant experience in development assessment and interpreting strategic land use planning documents.
3. Knowledge and understanding of the *Environmental Planning and Assessment Act 1979* and the *Local Government Act 1993*, and associated Regulations.
4. Ability to interpret legislation and Council’s policies and procedures in relation to development assessment and strategic land use planning matters.
5. Highly developed written and verbal communications skills.
6. Highly developed negotiation and conflict resolution skills with an open engagement style.
7. Solid experience in the use of Microsoft Office and other software/database programs relevant to the position such as Data Management systems and computer based Land Information Systems.
8. Current Class C unrestricted drivers licence.

Highly Desirable

1. Previous experience in local government.
2. A sound working knowledge of other relevant NSW legislation, for example the *Rural Fires Act 1997*, *Water Management Act 2000*, and associated Regulations.

SIGNATURE

Employee

Full Name:

Signature:

Date: