



POSITION DESCRIPTION

| POSITION DETAILS | | | |
|-------------------------------|-------------------------------|---------------------------------|----------------------|
| Position Title: | Principal Development Planner | | |
| Position Number: | TBD | Standard Position Hours: | 35 Hours |
| Directorate: | Planning and Environment | Unit: | Development Services |
| Salary Grade: | 12 | Award Band and Level: | Band 3 Level 3 |
| Position Reports to: | Development Services Manager | | |
| Staff Management: | Nil | | |
| Budget Responsibility: | Nil | | |
| Date Created: | 8 March 2021 | Date Last Reviewed: | 8 March 2021 |
| Version: | 1 | Document Number: | DOC2021/045797 |

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 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 and Customer Relations
- 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

The primary objective of this position is to provide a high level of specialist/technical advice with respect to complex development-related issues and applications, in order to assist in the delivery of the key objectives of Council's Strategic Plan relating to statutory planning services.

KEY ACCOUNTABILITIES

1. Assess major, complex and sensitive development applications (and other associated applications), including those identified as 'regionally significant development' to ensure accurate, timely and responsive processing in accordance with statutory requirements, Council codes and policies.
2. Interpret and apply legislation to achieve sound and balanced planning outcomes.
3. Participate in Council's Pre-DA Meeting service, including review of proposals, chairing meetings and co-ordinating comments of all relevant stakeholders, and issuing of advice.
4. Prepare high level planning advice to stakeholders including submissions to the Department of Planning, Industry and Environment in respect to State Significant Development/Infrastructure (SSD/SSI), and Secretary's Environmental Assessment Requirements (SEARs).
5. Represent Council as an expert town planner in appeals in the Land and Environment Court of NSW; assist other staff with legal matters/appeals; and keep staff informed of current trends in the planning field including legislative updates and case law.
6. Contribute to the Development Assessment Unit (DAU), as required.
7. Provide high-quality customer service to all relevant stakeholders, for example internal Council officers, Councillors, government agencies, residents and the development industry.
8. Work collaboratively with other staff within Development Services, and actively participate in continuous improvement of systems, procedures, policies, organisational culture and cross-organisational relationship.
9. Keep up to date with industry and legislative developments relating to planning and development, and related topics.
10. Attend meetings, for example Council and Regional Planning Panel meetings, which may involve out of normal working hours attendance.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Appropriate tertiary qualifications (at a bachelor degree minimum), in planning or a related field.
2. Minimum 10 years' experience in assessing complex/significant development applications (and other associated applications).
3. Extensive experience in the assessment and determination of a wide range of complex/significant development applications (and other associated applications), and senior experience as a planning professional.
4. Experience in managing complex issues and developing practical solutions by balancing competing objectives.
5. Experience in legal case management for court proceedings and appearing in the Land and Environment Court of NSW as an expert witness.
6. A comprehensive knowledge and understanding of planning and development legislation, for example:
 - *Environmental Planning and Assessment Act 1979* and associated Regulation; and
 - *Local Government Act 1993* and associated Regulation.
7. Demonstrated strong time management skills with the ability to prioritise workloads and meet deadlines within an environment of ever-changing and competing demands.
8. Highly developed interpersonal, written and verbal communications skills including the ability to communicate with a range of stakeholders, both internal and external, and to communicate technical information in a concise and easily understood manner.
9. Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate mutually beneficial outcomes and resolve conflict.
10. Solid experience in the use of Microsoft Office and other software/database programs relevant to the position such as Electronic Document Management systems and computer based Land Information Systems.
11. Current Class C unrestricted NSW drivers license.

Highly Desirable

1. Post-graduate qualifications in planning or related field.

SIGNATURE

Employee

Full Name:

Signature:

Date: