



Team Leader Development Assessment

POSITION PROFILE

Division	Shire Planning	Status	Full time, permanent
Unit	Assessment Teams	Salary Grade	
Reports to	Manager, Major Projects/Development Assessment and Certificate	Reviewed	December 2019 Feb 2020 (ARIC)

STRATEGIC INTENT

This position is for supervision, advising and mentoring Assessment Officers within the Shire Planning Assessment Teams.

POSITION PURPOSE

- Responsible for
 - Workload;
 - Process/procedures;
 - Problem solving;
 - Conflict resolution;
 - People management;
 - Time management;
 - Best practice and
 - Advice

to Assessment Officers in relation to delegations and technical and merit assessment issues associated with development proposals.

- Consistent advice, application of procedures and high quality design and environmental outcomes achieved in a timely fashion are key performance indicators of the position.
- The assessment of development proposals with regard to their potential impact on the natural, built and social environment with specific consideration to planning matters;
- Assistance in the preparation and review of plans which will provide controls in respect to developments and land use matters;
- Involvement in project teams dealing with issues associated with the functions and responsibilities of Shire Planning.

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Provide advice, support to and supervision of the Assessment Officers in the teams in relation to the processing of DAs and other relevant assessment duties	Disciplinary problems are brought to the attention of the Manager Assessment Teams. Assessment officers are well advised and educated in relation to best practice assessment techniques and procedures, resulting in decisions that not only reflect relevant legislation and Council policy, but also quality in design and environmental outcomes.
Ensure workload is allocated fairly according to the adopted procedures and appropriate priorities set	

<p>Educate and train assessment officers in the processes and procedures required for the determination of all applications</p> <p>Assist the Manager Assessment Team with other duties when required including acting in the Managers position if requested during periods of leave</p>	<p>Effectiveness of new procedures to be determined by set performance indicators</p> <p>No grounds for complaint from Council's customers relating to lack of information/lack of co-operation (keeping people informed is a major responsibility of the position)</p> <p>There is to be no example of inaccurate or professionally unsound advice to Council's customers</p> <p>Success rate in resolution of issues with customers.</p> <p>All communications with Council customers meet Council's service standards.</p>
<p>Provide detailed reports as necessary/directed on Development Applications and any other matter as required, to Committee/Panel, Mayor and Councillor Requests, Director and Manager</p> <p>Initiate and review the Pre Application Discussion (PAD) process, including attendance at relevant meetings, and review of written responses for applicants to be signed by Managers Environmental Assessment Teams.</p> <p>Represent the Council in appropriate courts and forums</p> <p>Report to the Assessment Team Manager any significant planning issues and concerns at the earliest possible occasion</p> <p>Participate in joint working parties and divisional Project Groups.</p> <p>Exercise delegated authority to determine applications outside the scope of the delegations of the assessment officers and refer all applications outside of the scope of your delegated authority to the Director or Council/Panel as appropriate.</p> <p>Highlight to applicants how their proposal may require amendment so as to comply with Policies, Codes, etc. and discuss alternatives</p> <p>To take appropriate action, including recommendations for legal action, when advice is received or when unauthorised work is observed during the course of normal duties.</p> <p>Participate in Information Sessions for development applications as required.</p>	<p>Input into plan preparation and feedback upon implementation such that plans/policies are prepared which satisfy Council's strategic direction, environmental objectives and corporate standards.</p> <p>All relevant plans and policies are considered in the assessment of proposals and provision of information</p> <p>Technical information provided both to internal staff and external customers is of a high quality.</p> <p>All statutory obligations are met</p>

<p>Monitor workload information regularly and take prompt action to reallocate work when necessary.</p> <p>Key issues for supervision, mentoring and appraisal are;</p> <p>Assessment Officers achieve appropriate output and quality performance targets.</p> <p>Assessment Officers act within delegations and comply with adopted procedures in assessing applications.</p> <p>Assessment Officers use the Proclaim system appropriately and effectively.</p> <p>Assessment Officers attend and contribute to DA project meetings.</p> <p>Bring poor performance to the attention of the Managers Environmental Assessment Teams.</p>	<p>Timely reporting on development applications and other assessment activities (ensuring staff meet target dates is a major responsibility of the position).</p> <p>Assessment Officers meet agreed targets for quality and output.</p> <p>Any problems with staff performance are documented and addressed appropriately without delay.</p>
<p>Assess development applications in accordance with legislation and policy</p>	<p>Timely determination of Development Applications in accordance with DA process (meeting target dates is a major responsibility of the position).</p> <p>The quality and quantity of application assessments determined within and outside prescribed times</p> <p>To ensure assessment of all Development Applications is commenced within five (5) days of receipt.</p> <p>To ensure that, where possible, all Development Applications are determined within the time frames set out in the appropriate manuals practice notes and policies.</p> <p>No reasonable complaints from Council's assessment stakeholders (keeping people informed is a major responsibility of the position).</p> <p>No reasonable cause for any Councillors or senior management to be dissatisfied with performance.</p>
<p>This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.</p>	<p>In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.</p>

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SELECTION CRITERIA / SUCCESS PROFILE

<p>Qualifications, Certificates or Licences</p>	<p>Essential</p>	<ul style="list-style-type: none"> ▪ Tertiary qualifications in an area related to environmental planning and assessment such as a Degree or post graduate qualifications in Town Planning/Urban & Regional Planning ▪ Drivers Licence
<p>Experience or skills</p>	<p>Essential</p>	<ul style="list-style-type: none"> ▪ Experience in supervising staff and setting objectives, both short and long term, with follow up performance monitoring, including overseeing process and output, setting targets and monitoring goals, providing feedback on performance ▪ Experience in providing advice and assisting with decision-making across a broad range of development types and varying degrees of complexity ▪ Experience in local government development application assessment with a broad range of experience in the assessment of complex matters ▪ Working knowledge of appropriate sections of Environmental Planning & Assessment Act, 1979, and related Environmental Planning Instruments.

CORE CAPABILITIES

<p>Attributes</p>	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.
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	<ul style="list-style-type: none"> ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate - We are a united team. We work together to deliver great outcomes for our community ▪ Achieve - We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	Several direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Records Management	Comply with Council's Records and Information Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

19 day month flexitime arrangements

Attendance at occasional evening meetings with due notification from Managers

Overtime or time in lieu is available for work outside normal spread of hours with the agreement of the Managers.

SIGNATURE

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Incumbent (signature)

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Date