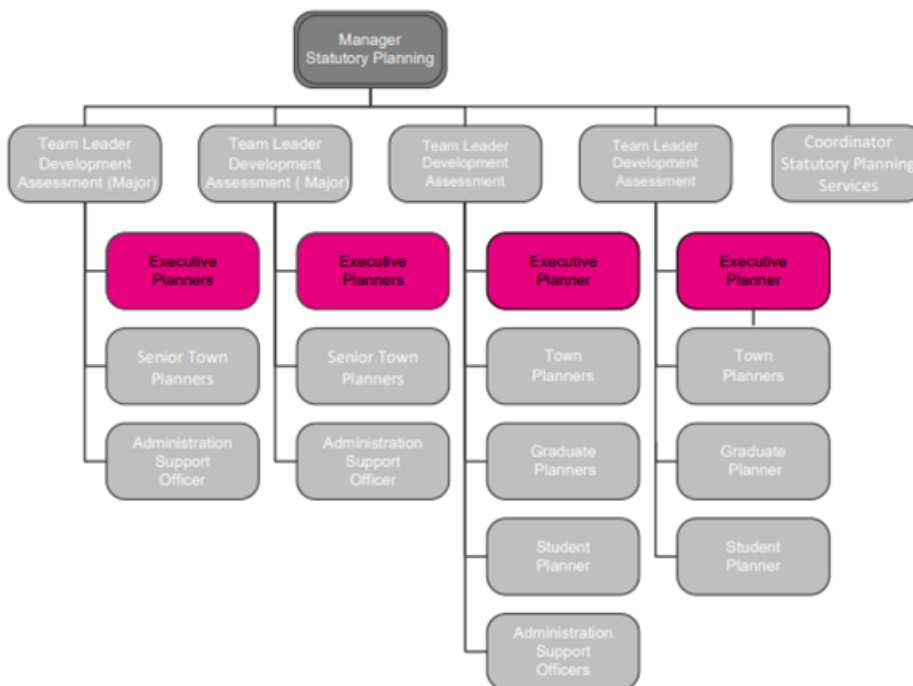


POSITION DESCRIPTION

Position Title	Executive Planner
Position Number	41172
Division	Planning & Environment
Branch	Statutory Planning
Grade	17
Special Requirements	Drivers licence
Reports To	Team Leader Development Assessment
Physical and Environmental Demands	Ability to carry out site inspections
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Liveable Balanced

Reporting Structure



Position Purpose

To contribute to actively managing the growth of the LGA through effective development control.

Key Result Areas

- **Development applications and inspections**
- **Customer service**
- **Policy and procedure**
- **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.
- Ensure that decisions are made using sound professional judgement and within delegated authorities.
- Participate in planning panel meetings, site inspection meetings, development working groups, project control groups, etc. as required.
- Represent Council at the Land and Environment Court of NSW as required.
- Mentor and contribute to the ongoing professional development of members of the team.
- Maintain current knowledge of legislative and other changes that impact on the development process.
- Other relevant duties which may be required by the team leader or manager from time to time.

Customer service

- Assist the team leader in managing the operation of Council's duty planning service, including the lodgement of development (and related) applications via the NSW Planning Portal.
- Ensure the timely and accurate provision of planning advice, both written and verbal.
- Liaise with and aid other Council staff, the development industry and the community in relation to development applications and development related matters.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
- Project and promote the image of Council as both efficient and courteous whilst fulfilling the requirements of the legislation.

Policy and procedure

- Participate in 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 development control plans, policies and procedures.

Branch activities

- Provide assistance to the team leader in the supervision, mentoring and training of less experienced staff.
- Assist the team leader in the day to day operations of the team and on all planning matters as required.
- Work cooperatively with members of the team / branch 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.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Corporate core values

- Continuously display Council's corporate core values of leadership, innovation, partnership, commitment, customer focus and safety.

WHS Responsibility

- Implement, monitor and comply with Council's WHS management system, including but not limited to WHS policies, standard operating procedures, risk assessments/work instructions and associated systems tools in the relevant work area.

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
- Must be aware of operational and business risks, particularly:
 - understand and adhere to the principles of risk management within their job role;
 - assist managers and team leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or an appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria**Essential**

- Tertiary qualifications in town planning or a closely related discipline
- A demonstrated working knowledge of the *Environmental Planning and Assessment Act 1979*, including extensive experience in assessment, processing and reporting of a wide variety of development proposals
- Ability to work both independently and as part of a team
- Highly developed oral and written communication skills with the ability to liaise with all levels of internal and external customers
- Ability to provide innovative and practical solutions to resolve complex issues
- High level time management, communication, negotiation and dispute resolution skills and a demonstrated ability to make decisions
- Ability to represent Council in legal cases

Desirable

- Experience in urban release area / growth area development assessment
- Experience in presentations to internal and external stakeholders (for example, regional and local planning panels)

Prepared By

Manager Statutory Planning

Date Prepared

January 2024

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:	
Date:	