

## POSITION DESCRIPTION

<b>Position Title</b>	Executive Planner
<b>Position Number</b>	41172
<b>Division</b>	Planning & Environment
<b>Branch</b>	Statutory Planning
<b>Grade</b>	17
<b>Special Requirements</b>	Drivers licence
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections
<b>Reports To</b>	Team Leader Development Assessment
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Actively Managing Camden's Growth
<b>Local Service/s</b>	Development Control
<b>Position Purpose</b>	
To contribute to actively managing the growth of the LGA through effective development control.	
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>• <b>Development applications and inspections</b></li> <li>• <b>Policy and procedures</b></li> <li>• <b>Customer service</b></li> <li>• <b>Branch activities</b></li> <li>• <b>Corporate core values</b></li> </ul>	
<b>Key Duties &amp; Responsibilities</b>	
<p><b>Development applications and inspections</b></p> <ul style="list-style-type: none"> <li>• Assess, recommend and determine development applications in accordance with legislative requirements and Council procedures.</li> <li>• Assess, recommend and determine complex development applications in accordance with legislative requirements and Council procedures.</li> <li>• Brief and present Development Applications to the Sydney Western City Planning Panel.</li> <li>• Decisions are made using sound professional judgement and within delegated authorities.</li> </ul>	

- Represent Council at the Land and Environment Court as required.

#### **Policy and procedures**

- 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 DCP's, policies and procedures.
- Liaise with and provide assistance to the development industry and community in relation to development applications and development related matters.
- Provide practical and innovative solutions to development issues.

#### **Branch activities**

- Mentor and train less experienced staff.
- Lead and undertake special projects as required.
- Provide assistance to the team leader in the supervision 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 the team 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.

#### **Customer service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

#### **Corporate core values**

- Continuously display Councils corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

#### **WHS Responsibility**

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

#### **Essential and Desirable Criteria**

##### **Essential**

- Tertiary qualification in town planning or related discipline
- A demonstrated 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 represent Council in legal cases.
- High level time management, communication, negotiation and dispute resolution skills as well as the capacity to make decisions
- Class C drivers licence
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

##### **Desirable**

- Experience in growth centres assessment planning.

- Experience in presentations to internal and external stakeholders (for example, Local Planning Panels and Regional Planning Panels).

<b>Prepared By</b>	Manager Statutory Planning
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<b>Date Prepared</b>	November 2022
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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.

<b>Employee Name:</b>	
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<b>Employee Signature:</b>	
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<b>Date:</b>	
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