

**POSITION: CADET TOWN PLANNER**

**REPORTS TO: COORDINATOR PLANNING & DEVELOPMENT**

**ACCOUNTABLE TO: MANAGER DEVELOPMENT & COMPLIANCE**

**GROUP: PLANNING & ENVIRONMENT**

**DATE REVISED: JULY 2023**

## ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

### OUR GUIDING PRINCIPLES ARE:



### PRIMARY PURPOSE

To undertake a cadet program in town planning services to Council and the wider community in respect to development related matters. To review and assess development applications in a quality and timely manner, in addition to provision of development related advice to customers.

This entry level position provides an excellent opportunity to gain valuable experience in Council's planning and development assessment functions.

## **CORE ACCOUNTABILITIES**

1. Assess development applications and subdivision certificates under delegated authority and associated tasks in accordance with relevant legislation.
2. Provide advice and administration support to the Council, the community and other Government agencies in relation to planning and development matters, including Council's duty counter, administering pre-lodgement service and liquor licence applications.
3. Providing timely and accurate advice to customers and being highly responsive with a passion for the customer.
4. Keep abreast with current legislation, standards and policies with respect to development related matters.

Undertaking any other duties, projects or tasks as directed by the Coordinator which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

## **ESSENTIAL CRITERIA**

1. Students who will finalise their degree qualification within two years (December 2025) in Town Planning, Urban and Regional Planning, Environmental Science or related discipline
2. Strong written and verbal communication skills including the ability to deliver quality customer service.
3. Basic understanding of development assessment in NSW
4. Experience or understanding in undertaking research, analysis and presentation of information in respect to planning and development matters.
5. Experience to effectively prioritise tasks, meet deadlines and continuously improve.
6. Current class C driver's licence.

## **DESIRABLE CRITERIA**

1. Demonstrated interpersonal, communication and conflict resolution skills.

Date:

Agreed:

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Employee Name

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Employee signature

