

Role Charter

POSITION:	DEVELOPMENT PLANNER
Reports to:	Coordinator Planning & Development
Accountable to	Manager Development & Compliance
Directorate:	City Planning
Date revised:	July 2020

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:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

The role is responsible for providing advice and undertaking the assessment of commercial, industrial, residential and rural development proposals including subdivisions and for providing input and assistance to the preparation and review of development controls and policy provisions related to development assessment functions.

Core Accountabilities

1. Undertake assessment and determination of development applications.
2. Consult and liaise with proponents of development proposals, government agencies and statutory authorities as necessary.
3. Undertake public consultation and facilitate public input in relation to development applications in accordance with statutory requirements and Council policy.

4. Conduct site inspections in relation to the assessment of development applications.
5. Provide timely and accurate information and reports for input into decision making and actions.
6. Ensure prompt response to all correspondence and enquiries in connection with accountabilities.
7. Keep abreast of changing legislation, regulation and trends and practices that relate to the assessment of development applications.

Undertaking any other duties, projects or tasks as directed by the Supervisor 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. Degree level qualification in Town Planning or related discipline or relevant experience coupled with education/training relevant to the inherent requirements of the role.
2. Contemporary industry knowledge and experience in the development assessment process.
3. Demonstrated understanding of and ability to interpret relevant legislation.
4. Demonstrated experience in negotiation and facilitation skills to enable resolution of planning problems and issues.
5. Proven ability to work productively as a member of a team and contribute to team goals.
6. Proven ability to interpret information and produce clear reports to enable decision making.
7. Current Class C driver's licence.

Desirable Criteria

1. Advanced qualifications in Town Planning.
2. Solid local government experience in the area of development assessment.
3. Experience in specialised assessment such as heritage, flooding or environmental fields.

Date:

Agreed:

Employee Name

Employee signature

Role Charter

POSITION:	SENIOR DEVELOPMENT PLANNER
Reports to:	Coordinator Planning & Development
Accountable to	Manager Development & Compliance
Directorate:	City Planning
Date revised:	July 2020

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Primary Purpose

This role is responsible for providing technical planning advice to intending applicants, reviewing and interpreting Council codes and policies and providing support and guidance to the Development Assessment team as required.

Core Accountabilities

1. Provide input and planning advice to a range of stakeholders through pre-lodgement meetings, referral comments, major projects and supporting the duty service where required.
2. Support the Development Assessment section for the formulation of systems, processes, and Council policy with respect to development control functions.
3. Undertake quality and timely assessment and determination of development proposals of varying complexity.

4. Ensure statutory requirements, codes and policies of Council are met for applications received.
5. Consult and liaise with proponents of development proposals, external customers, and statutory authorities as necessary in relation to accountabilities, including but not limited to undertaking of inspections, relationship management and public consultation.
6. Deliver an exceptional and consistent customer experience by providing quality development assessment service with timely, practical, and accurate information.

Undertaking any other duties, projects or tasks as directed by the Supervisor 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. Degree level qualification in Town Planning or relevant experience coupled with education/training relevant to the inherent requirements of the role.
2. Substantial experience in and contemporary knowledge of the development assessment process.
3. Demonstrated ability to influence colleagues and to work productively as a member of a team, as well as the ability to work independently and unsupervised as required.
4. Proven ability to interpret information and produce comprehensive reports to enable decision making.
5. Proven ability to work productively as a member of a team and contribute to team goals.
6. Demonstrated experience in negotiation and facilitation skills to enable resolution of complex planning problems and issues.
7. Current Class C driver's licence.

Desirable Criteria

1. Advanced qualifications in Town Planning.
2. Extensive local government experience in the area of development assessment.
3. Experience in specialised assessment such as heritage, flooding or environmental fields.

Date:

Agreed:

Employee Name

Employee signature