

## POSITION DESCRIPTION

<b>POSITION:</b> Team Leader Development Assessment	<b>REPORTS TO:</b> Section Leader Development Assessment	
<b>DIRECTORATE:</b> City Planning and Communities	<b>GROUP:</b> Sustainable Places	
<b>SECTION:</b> Development Assessment	<b>GRADE:</b> J	<b>DATE:</b> May 2024
<b>POSITION NUMBER(S):</b> 1040	Permanent Full-Time	

### OUR VISION

*“Committed to the Pursuit of Excellence”*

### OUR VALUES

- ✓ CUSTOMER CENTRIC      *Our customers are at the heart of everything we do*
- ✓ ACCOUNTABILITY      *We are transparent and responsible in all that we do*
- ✓ INNOVATION      *We deliver excellence in our services through innovation*
- ✓ COLLABORATION      *We work together to seek solutions both internally and externally*
- ✓ EMPOWERMENT      *We support our people and provide them the scope to deliver outcomes.*

### POSITION OBJECTIVES

- This role is a key leadership position within the Sustainable Place Group reporting directly to the Section Leader Development Assessment.
- The key strategic objective of the Sustainable Places Group is to deliver “place shaping” and ensure that the strategic spatial vision for Coffs Harbour is delivered through integrated planning, development assessment and appropriate compliance and regulatory enforcement.
- The Team Leader Development Assessment is responsible for achieving the objective by ensuring the team delivers Development Assessment Services in line with relevant legislation and The City’s objectives and delivers on the City of Coffs Harbour (“the City’s”) plans/strategies.
- Other key objectives include; the provision of expert planning advice to consultants, developers, other directorates, and state government agencies as required in

accordance with statutory provisions and ensuring quality decisions are made in assessing and determining Development Applications in accordance with the Environmental Planning and Assessment Act and Regulations and in a fair and equitable manner.

## **KEY ACCOUNTABILITIES**

### **Work Health & Safety (WHS)**

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

### **Customer Service**

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

### **Community Engagement**

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

### **Learning and Development (L&D)**

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

### **Sustainability**

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

### **Continuous Improvement**

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

### **Organisation Support**

- Support the leadership and management by:
  - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes
  - Ensuring that the Code of Conduct and Fraud and Corruption policies are followed at all times
  - Provide valued team contribution by application of performance and behaviours consistent with a local government environment, experience and industry knowledge in the application of skills and expertise

### **KEY RESPONSIBILITIES**

- Deliver on the priorities set by the Section Leader Development Assessment
- Provide excellence in people leadership; communicate effectively with staff and key stakeholders; positively influence key decisions; to be a coach and mentor; make plans that align to staff and The City's current and future needs; role-model the The City values; build trust with team members and key stakeholders.
- Build a high performing and collaborative team; provide leadership, guidance and direction to the team; manage performance; hold staff accountable to plans; identify and plan for current and future needs; lead change and equip and empower team members to lead change as appropriate; develop talent in the team.
- Provide contribution to the strategic direction, policy direction, stakeholder engagement, planning delivery and oversight of the operational management of the Development Assessment team.

- Provide Senior Leadership with timely and accurate management information and advice relating to the activities of the Development Assessment Team, including current industry standards guidelines and relevant legislative requirements.
- Monitoring of workloads and referral outcomes to ensure that targets and standards are being met and an efficient service is provided to both internal and external stakeholders.
- Monitor and review the Team's organisational, strategic, operational/business plans to support the objectives outlined in the City's strategic documents.
- Ensure projects and programs are planned, delivered and evaluated using appropriate frameworks, tools and documents to enable a structured and professional approach.
- Assess a range of Development Applications, including complex development proposals often of a high risk and political nature in accordance with the provisions of the EP&A Act.
- Determine Development Applications including applications assessed by team members in accordance with delegations of The City.
- Determine Subdivision Certificate Applications in accordance with delegations of The City.
- Preparation of detailed comprehensive reports to senior management, Council and other stakeholders as required.
- Perform as the chairperson and provide technical input at development pre-lodgement meetings.
- Formulate policy and procedures relating to the Development Assessment function.
- Represent The City in legal actions when required and act as The City's advocate before the Land and Environment Court and in other court matters as directed.
- Assist the Section Leader Development Assessment in the identification, implementation and championing of e business service systems and processes that support the Groups business plan objectives of; self-service; digitalisation of applications, assessments, approvals, inspections and information and electronic customer connections.
- Attend Councillor briefing sessions, Council meetings and NRPP meetings as required to provide technical information on the assessment of a particular Development Application.
- Other duties as directed by the Section Leader Development Assessment.
- Undertake projects and research as directed

### **KEY RELATIONSHIPS**

- Section Leader Development Assessment
- Team Leader Development Assessment
- Team Leader Development Engineering
- Team Leader Building Certification
- Team Leader Planning and Urban Design
- Group Leader Sustainable Places

## **QUALIFICATIONS/LICENCES/EXPERIENCE**

### **Essential**

- Degree in Urban and Regional Planning or relevant related discipline.
- Current Class C Driver's Licence.

### **Desirable**

- Leadership experience in Local Government
- National Construction Industry Induction (Whitecard)

## **COMPETENCIES**

### **Knowledge and Capabilities**

- Significant experience and knowledge in undertaking Development Assessments applying current NSW Planning and Local Government Legislation.
- Demonstrated experience in leadership, supervision and management of staff
- Demonstrated high level of interpersonal, oral and written communication skills.
- Demonstrated ability and commitment to working in a team environment.
- Demonstrated keyboard skills and well developed computer literacy.
- High level time management skills

## Position Demands Analysis

<Position Title>

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	2	Balancing	0
Very Heavy work lifting >45.5kg	0	Walking for extended periods	2	Hearing above background noise	1
Repetitive Lifting	1	Walking on uneven ground	1	Depth perception	1
Pulling Loads > 5kg	1	Frequent bending / stooping	1	Colour vision	1
Pushing loads > 5kg	1	Shovelling / digging	0	Fine manipulation	2
Lifting with trunk twisting	1	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours	1
Liquids	1			Mists / Fumes	1
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	0
Working with solvents	1			Possible exposure to blood / bodily fluids	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	1
Outside work	2	Operating machinery	0	Low light areas	1
Confined spaces		Vibration	0	Shift work	0
Working alone	3	Working at heights	0	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	1	Fatigue	2		