

POSITION DESCRIPTION

POSITION: Section Leader Development Assessment	
DIRECTORATE: City Planning and Communities	GROUP: Planning and Environment
SECTION: Development Assessment	REPORTS TO: Group Leader Planning and Environment
GRADE: K	EMPLOYMENT TYPE: Permanent Full Time
HOURS/WEEK: 35	POSITION No.: 672
DATE: October 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

The City Planning & Communities Directorate plans for and enables a thriving, connected regional city. We lead the City's land-use, development and regulatory functions; manage cultural, library, sporting and community facilities; and curate events and programs that strengthen community identity, inclusion and economic vitality. We partner with community, industry, Traditional Owners and all levels of government to deliver sustainable growth, great places and outstanding experiences.

THE GROUP/SECTION

Our Planning and Environment Group is responsible for overseeing the growth and conservation of our City, planning for our coastal areas and enhancing the long term viability of our natural resources. The Group also provides development assessment, building certification as well as regulatory and compliance services for a range of City functions.

POSITION OBJECTIVES

Lead a high-performing Development Assessment Section that delivers timely, efficient and high-quality development assessment, development engineering and building certification services, supported by clear communication, responsive customer service, effective technology, and strong people and processes.

SERVICES/FUNCTIONS TO MANAGE

- Assess development
- Certify buildings
- Development engineering

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 all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
- Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
- Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
- Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- **Leadership and team performance**
 - Lead and manage the Development Assessment Section.
 - Mentor, support and develop the Section's team leaders.
 - Monitor and manage team performance across the Section in line with the Ministers Statement of Expectations.
 - Lead the Section to deliver quality customer service and development outcomes to our Community.
- **Development assessment and service delivery**
 - Manage the assessment of development applications in accordance with Council delegations.
 - Develop and implement strategies and procedures that comply with internal policies and legislative requirements.
 - Develop, implement, monitor and continually improve Section services in accordance with established policies, procedures and plans.
- **Financial and strategic management**
 - Manage the Section's budget, including annual budget development, allocation, monitoring, review and approval of variances.
 - Provide strategic advice to leadership and staff on policy, program and legislative matters relevant to the Section.
 - Contribute to innovative Strategic and Operational Plans for the Section in accordance with Integrated Planning and Reporting requirements.
- **Sustainability and environmental responsibility**
 - Consider the current and future environmental and community impacts of decisions and actions.
 - Apply environmental laws, systems and processes to manage the risk of serious or irreversible environmental harm.
- **Governance and representation**
 - Perform responsibilities in accordance with Council delegations.
 - Attend Council meetings and Councillor briefings as required.

KEY RELATIONSHIPS

Internal

- Director City Planning and Communities
- Group Leader Planning and Environment
- Direct reports
- Development Assessment Section staff
- Internal stakeholders across all directorates.

External

- External stakeholders (applicants and associated development professionals).
- Industry associations, networks and stakeholders.
- NSW State Government agencies

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, the ordinary hours of work will generally be between 06:00 and 19:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times;
 - Weekdays outside of 06:00 to 19:00 – 20%
 - Saturdays – 25%
 - Sundays – 50%.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- In accordance with the City's Vehicle and Plant Use Procedure you may be eligible for a vehicle under Council's Leaseback provision whilst you are in this position.
- In accordance with the City's Vehicle and Plant Use Procedure you may be eligible for a vehicle under Council's Take Home provision whilst you are in this position.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary Qualifications in at least one of the following disciplines - Urban and Regional Planning, Building Surveying, Engineering or similar;
- Significant experience in a related field in either the private or government sector.
- Significant senior leadership experience across large and diverse teams

Desirable

- Leadership experience in a government context.

CAPABILITIES

- Proven ability to lead, inspire and organise teams to deliver section outcomes.
- Strong knowledge of development assessment and urban design.
- Leadership experience and technical expertise in:
 - development assessment;
 - building certification; and
 - development engineering.
- Ability to use data and evidence to improve contemporary policies, practices and service delivery.
- Knowledge of planning mediation and appeal processes.
- Ability to use technology to improve workflows, service delivery and customer experience.



- Ability to apply WHS and risk management requirements in regulatory and operational settings.
- Proven ability to manage budgets, priorities and timeframes to deliver quality services.
- Proven ability to lead change and continuous improvement.
- Strong customer service and stakeholder management skills, with a practical, solutions-focused approach.

Position Demands Analysis

Section Leader Development Assessment

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
0	1	2	3

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