



Position Description

Planner

Division	Planning and Place
Business Unit	Development Assessment
Grade	NB H
Job Code	JC00144

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Development Assessment Overview

The Development Assessment Business Unit is responsible for assessment of development applications, provides advice on development issues and effectively communicates processes, decisions and outcomes to the community and stakeholders. The Business Unit acts as the consent authority for applications along with local and regional panels and represents Council at the Land and Environment Court.

Purpose of the Position

The Planner Position is responsible for working within a team environment, contributing to the successful operation of the team. The position focuses on the professional assessment and management of planning applications, determination of applications in accordance with adopted delegations.

Key Accountabilities

- Assess and report on allocated applications under Part 4 and Part 5 of the Environmental Planning and Assessment Act, 1979 to the determining authority in a consistent, transparent and efficient manner.
- Review, advise and respond to; enquires, pre-lodgement requests and allocated assessment work in an accurate and timely manner.
- Be proactive in developing and maintaining continuous improvement culture of all processes, systems and activities.
- Review and analysis of existing and new planning legislation / controls, court principles and directions and share knowledge and experiences amongst the team.
- Ensure compliance with statutory obligations, policies and processes within the legislative framework of the Local Government Act 1993, Environmental Planning and Assessment Act, 1979 and relevant legislation.

Key Challenges

- Prioritising the competing demands associated with the assessment and determination of allocated applications and other tasks.
- Delivering accurate and consistent work within tight timeframes in a fast-paced high volume work environment

Key Internal Relationships

Who	Why
Manager Development Assessment	• Provide high level support and updates on key issues and priorities. • Escalate issues and propose solutions. • Receive guidance.
Team	• Provide support. • Provide and receive guidance. • Foster working relationships
Stakeholders	• Manage the flow of information, seek clarification and provide advice and responses. • Develop and maintain effective working relationships and open channels of communication.

Key External Relationships

Who	Why
Community	• Provide information and written and verbal responses to enquires
Stakeholders	• Manage expectations. • Provide information and written and verbal responses to enquiries.
Panels	• Preparation of reports for, and assist Panels for the determination of applications

External legal forms	• Engage and work with legal representatives in the management of appeals
Land and Environment Court	• Represent Council as an expert witness in appeals

Key Role Dimensions

Decision Making

This role operates autonomously to manage their day-to-day activities in line with priorities agreed with the Manager Development Assessment and in line with Council delegations.

Reports to

Manager Development Assessment

Direct Reports

N/A

Budget

N/A

Essential Criteria

- Relevant tertiary qualifications and/or significant practical experience in a similar role.
- Demonstrated understanding and ability to apply relevant legislation, regulations and standards in the field of Development Assessment.
- Demonstrated application of a continuous improvement approach which results in positive changes to the workplace and to service delivery.
- Well developed written communication skills including; report writing, letters, memos, and emails.
- Demonstrated planning, organising and time management skills; within an environment of frequent interruptions and conflicting priorities.
- Current Class C (minimum) Driver's Licence or equivalent.

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here."

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Adept	Demonstrate Accountability
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Intermediate	
	Demonstrate Accountability	Adept	
 Relationships	Communicate and Engage	Adept	Community and Customer Focus
	Community and Customer Focus	Adept	
	Work Collaboratively	Intermediate	
	Influence and Negotiate	Intermediate	
 Results	Plan and Prioritise	Intermediate	Deliver Results
	Think and Solve Problems	Adept	
	Create and Innovate	Intermediate	
	Deliver Results	Intermediate	
 Resources	Finance	Foundational	Technology and Information
	Assets and Tools	Foundational	
	Technology and Information	Intermediate	
	Procurements and Contracts	Foundational	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Demonstrate Accountability	Adept	Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Community and Customer Focus	Adept	Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Deliver Results	Intermediate	Takes the initiative to progress own and team work tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and on budget

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicator
Technology and Information	Intermediate	Shows confidence in using core office software and other computer applications Makes effective use of records, information and knowledge management systems Supports the introduction of new technologies to improve efficiency and effectiveness