



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	SENIOR DEVELOPMENT OFFICER PLANNING
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 7
DEPARTMENT / DIVISION:	CITY DEVELOPMENT / DEVELOPMENT SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER PLANNING
DIRECT REPORTS:	NIL
POSITION NUMBER:	000466

POSITION OBJECTIVES:	• Partner with the Team Leader to coordinate the assessment of development applications and allocate work to the broader team. • Take a lead role in providing direction, support, guidance and mentoring to the team. • Provide professional, specialist / expert advice to internal and external parties. • Actively lead, problem solve and influence continuous improvement initiatives to improve outcomes in terms of built form and development, and compliance with the Planning and Design Code and other related legislation. • High level negotiation and decision-making responsibility on complex, controversial and significant development applications. • Contribute to the forward planning and the development of strategies relevant to the team under the direction of the Assessment Manager. • Promote and project the Council's image as an effective and efficient organisation, placing a strong emphasis on customer service and high-quality outcomes.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully

	• Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	• Partner with the Team Leader to coordinate the assessment of development applications and allocate work to the broader team. • Take a lead role in providing direction, support and guidance to the team in the processing of difficult or more complex development applications, to ensure the efficient and effective operation of the team. • Assess and determine development applications (including those of a significant, controversial and complex nature) under delegated authority, to ensure compliance with all policy, statutory and administrative requirements relevant to the position. • Provide professional, specialist / expert advice to internal and external parties (including community, Council Assessment Panel, Executive Team, Elected Members) in the assessment of significant, controversial and complex development applications. • Actively mentor and train less experienced team members on development control procedures, and Council Policy as it relates to Development Services. • Problem solve and initiate high level thinking on a range of development / planning issues affecting the City. • Critically analyse and lead the continuous review and enhancement of processes, systems and procedures, influencing improvement initiatives to improve outcomes in terms of built form and development, and compliance (with the Planning and Design Code and other related legislation). • Build constructive relationships, while providing guidance, support and mentorship to other staff members. • Liaise with and report to other members of Council on various development matters. • Provide and promote quality customer service both within the organisation and externally, including telephone and counter enquiries, relating to development matters. • Carry out inspections in accordance with Council policy to ensure compliance with statutory requirements in relation to unauthorised development and in relation to compliance with development approvals for authorised development. • Prepare reports for provision of advice to Council Assessment Panel.

	• High level decision making responsibility on complex, controversial and significant development applications. • Exercise the powers, duties and functions of Council as delegated to the position. • Carry out other duties in the Division in particular the delivery of specific special development projects, and project focussed functions (as required). • Contribute to the forward planning and the development of strategies relevant to the team under the direction of the Assessment Manager.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Tertiary qualification in Urban and/or Regional Planning or equivalent studies. • Significant experience in the full range of development assessment functions, including resolution of complex, controversial and significant development applications, under planning and development legislation and other related codes and standards. • Experience in the administration of enforcement proceedings. • Demonstrated high work ethic compatible with the Division's culture and values, specifically: - enthusiasm - professionalism - accuracy - timeliness - customer service and team orientation - innovation • Quick thinking problem solver, able to make positive informed decisions. • Adaptable and flexible to new ideas. • Excellent communication skills characterised by patience, clarity and empathy at a personal, written and telephone level. • Advanced interpersonal skills – in dealing with customers and to work as a member of a team of development officers and customer service staff.

	- Professional report writing skills appropriate for key audiences including management, the Council Assessment Panel, Elected Members, and Courts. - Advanced negotiation and conflict resolution skills. - Advanced technical competency in planning matters. - Effective time management and work prioritisation skills. - An excellent knowledge and ability to interpret the administrative and technical provisions of the relevant planning and development legislation and other related codes and standards. - Specialist knowledge of development assessment techniques, procedures and processes and Local Government structure and processes. - Keyboard skills to enable effective report writing, data input and information retrieval. - Awareness of and compliance with written policy and procedures. - Maintenance of accepted professional standards and code of ethics. - Current Class C Driver's Licence.
DESIRABLE SELECTION CRITERIA:	- Member of the Planning Institute of Australia or accreditation by the Accreditation Authority. - Experience in development assessment in Local Government.
SPECIAL CONDITIONS:	- As an Authorised officer, fulfil all requirements set out in the following Legislation: - Local Government Act - Planning, Development and Infrastructure Act 2016 and associated regulations - Local Nuisance and Litter Control Act 2016
EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
REQUIREMENT TO REGISTER A CONFLICT OF INTEREST	This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: