

POSITION DESCRIPTION

Position Title:	Coordinator Development Contributions		
Classification:	Band 8	Status	Full time
Group:	Infrastructure and Environment	Business Unit:	Infrastructure Services
Reports to:	Manager Infrastructure Services		
Direct Reports:	Team Leader Development Contributions, DCP Administration officer	Date:	March 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Ensure that Development Contributions Plans and Infrastructure contributions plans are being coordinated, administered, implemented and monitored in accordance with requirements set out in the relevant legislation
- Ensure that community facilities and road Infrastructure are provided in an appropriate, orderly cost-effective manner to new communities through appropriate collection and expenditure of Development contributions
- Lead Councils strategic and advocacy approaches to Development and Infrastructure contributions
- Provide specialist advice and reports to Council staff including the Manager Infrastructure Services and executive leadership team on Development Contribution programs (such as DCP's and ICP's) operating within the Municipality.
- In partnership with Developers ensure the effective and timely provision of infrastructure items outlined in Council's approved Development Contributions Plans and Infrastructure Contributions Plans (DCPs and ICPs).

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Manage all tasks associated with development contributions implementation in accordance with DCP/ICP procedures and policies.
- Coordinate the process to review and amend developer funded priority lists, and budgets which inform the timing for delivery of DCP and ICP Infrastructure by Council or as works in kind based on population growth, development and cash flow.
- Ensure that proposals for infrastructure delivery as works in kind are consistent with current DCPs and ICPs and provide input to ensure this is appropriately formalised in Section 173 agreements.
- Collaborate with internal stakeholders to identify land required for infrastructure projects to enable the timely delivery of infrastructure within DCP/ICP
- Ensure the annual indexation of development Contributions is undertaken in a timely manner and that the charges reflect the ongoing price changes and conditions over the lifetime of the DCPs/ICPs.
- Develop and maintain processes and procedures relevant to the management of the Development Contributions programs
- Prepare regular reports to the Manager Infrastructure services and Councils Executive leadership team and internal stakeholders on the status, opportunities and risks associated with the Development Contributions for each PSP area.
- Collaborate with internal stakeholders and provide information related to PSP projects to inform the draft budget and Capital works program.
- Support the Manager Infrastructure Services to deliver governance systems and structures in line with agreed approaches.
- Collaborate with internal stakeholders to provide specialist advice on delivery of PSP infrastructure, ensuring delivery occurs in a financial sustainable manner, and supported by long term financial plans.
- Liaise, share knowledge and collaborate with other teams to ensure alignment between Development, Planning, Property and DCP/ICP management functions.
- Ensure engineering construction plans associated with DCP/ICP infrastructure items comply with the approved project scope and cost.
- Review contract documentation and engineering plans, to determine value of works for in kind credits or reimbursements for as constructed DCP/ICP projects.
- Oversee the application of DCP/ICP Software including relevant software training for staff.
- Ensure management and reconciliation of the assessment and payment of Public Open Space contributions.
- Represent Council on arising legal matters, providing specialist advice on Councils processes and procedures.
- Lead, manage and supervise the DCP Team for tasks associated with the DCP/ICP programs.
- Implement audit improvement actions and risk actions in collaboration with the Manager Infrastructure Services.
- Keep abreast of sector advances, issues and opportunities, and inform, educate and provide specialist advice to internal stakeholders.
- Lead and drive a high performing and continuous improvement culture within the Development Contribution (DCP) team.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management, and Unit policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

- Ensure compliance with Council's financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.
- Responsible for ensuring Councils legislated roles and responsibilities as Collection and Delivery agent of Development and Infrastructure Contributions programs are met.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Oversee calculations and approvals of indexation and valuation related to the development and infrastructure programs.
- Coordinate specialist advice to developers on development contributions matters, including relevant Council policy and processes, and legislative requirements.
- Discuss and negotiate with developers on proposals for works in kind, offsetting of levy payment, staging of infrastructure projects, and process for bringing forward project delivery.
- Recognise areas where new policies or review of an existing policy is required and proactively contribute to policy develop and review.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects within Infrastructure Services to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage teams operational budget within set parameters and delegation of authority.
- Coordinate development and maintenance of related policies, practices, and procedures related to Development Contributions.
- Accountable for producing reports, submissions and associated correspondence relating to the delivery of the Council's DCPs and ICPs.
- Provision of specialist advice and reports on DCP's and ICPs to Infrastructure Services Unit, the Executive Leadership Team, and internal stakeholders.
- Recognise areas where new policies or review of an existing policy is required, and proactively contribute to policy development/review
- The incumbent will be empowered to act independently in delivering DCP's and ICP's with limited guidance as required.
- The freedom to act is subject to policies, objectives and budgets under delegation.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement regarding development contributions matters, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions.

- Work involves the application of improvement suggestions, recommendations and problem solving
- Solve complex and high-risk problems related to DCP and ICP issues using technical knowledge experience with DCP/ICP's and past precedent. This position will be required to demonstrate creativity in solving unique development problems associated with DCP/ICP's and clarifying associated complex issues.
- Exercise decision making judgement regarding development contributions matters consistent with expertise and level of Council delegation.
- Ensure all work is carried out and decisions effected in a fair and timely fashion in accordance with relevant key performance indicators.
- Coordinate and provide advice, guidance and direction on DCP/ICP's to Infrastructure Services, Finance, Planning and the executive leadership team.
- Coordinating responses to stakeholders on DCP/ICP issues associated with new development works, ensuring that information provided by the team is relevant, timely and technically adequate.
- Problem solving is a key component of the role. The work will typically require the identification, development and analysis of an unspecified range of options before a choice can be made. Guidance is not always available and new or improved approaches are regularly required.
- Develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by Employer or the corporate management. The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and/or the community.

SPECIALIST KNOWLEDGE AND SKILLS

- Detailed understanding of the formation and implementation of development contributions and infrastructure contribution plans
- Proven experience in project management and leading multi-disciplinary planning projects
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- Substantial knowledge of planning and subdivision legislation, particularly as it applies to development contributions.
- Substantial knowledge of the subdivision approvals process, growth area planning principles, and financial principles relating to the development of land.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills.
- Proven ability to plan and implement workplace change to deliver outcomes for the community and organisation now and into the future.
- Highly proficient in use of the Microsoft Office suite particularly Microsoft Excel, including the ability to produce complex spreadsheets.
- Knowledge and understanding of relevant Statutory Acts and Legislation relating to new developments in particular The State Government's Contribution Guidelines, Planning and Environment Act and VCAT process.
- Knowledge of and experience in project budgeting and financial administration relevant to the development/planning environment.
- Strong understanding of traffic management for new developments.
- Ability to communicate and negotiate effectively.
- Knowledge of Council's policies and practices in Town Planning and Environmental Conservation relating to infrastructure development works.
- Ability to develop policy options for consideration together with the ability to negotiate solutions when new approaches are required.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of a team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- The ability to gain cooperation and assistance from clients, developers, members of the community and other employees in the relevant areas of responsibility.
- The ability to communicate and negotiate with all levels of internal and external stakeholders, staff, developers, consultants and the community.
- The ability to lead, develop, motivate staff and achieve collaboration in the DCP/ICP environment.
- Proven ability to maintain high levels of confidentiality.
- The ability to confidently present and convey Council's position relating to developer requirements and associated legislation.

MANAGEMENT SKILLS

- Ability to effectively manage, coach and support employees throughout the organisation.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Be proactive and prioritise activities according to level of urgency with the ability to achieve objectives despite conflicting pressures.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing.
- Lead and influence a collaborative and innovative values-based culture.
- Adopt a commercial and entrepreneurial approach to the design and implementation of programs.
- Operate with a high degree of flexibility to achieve goals within an environment with demanding workloads and changing priorities.
- Foster innovation and improve work practices and processes.
- Demonstrated leadership skills together with the ability to effectively supervise and support colleagues in development/DCP/ICP environments.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in a relevant field, plus extensive equivalent experience.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Demonstrated application of extensive knowledge and experience in coordinating and leading Development and Infrastructure Contribution programs within the local government sector.
- Experience in working in a complex, multi-disciplinary organisation.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence.
- An understanding and knowledge of relevant Legislation associated with planning, environment, subdivisions, development and financial management.

KEY SELECTION CRITERIA

- The skills and knowledge needed for entry to this Band are beyond those normally acquired through a degree course and experience in the field of the employee's specialist expertise alone.
- Degree or diploma with relevant experience plus post graduate qualifications
- Financial acumen and the ability to manage team budgets effectively.
- Highly developed interpersonal skills incorporating verbal and written communication, facilitation, negotiation and advocacy, and maintain respectful and productive relationships with stakeholders.
- Detailed understanding of the formulation and implementation of development contributions/infrastructure contribution plans.
- Understanding of emerging trends within the Development Contributions sector to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Leadership, authority, direction and expertise on policy, strategy, goals and projects within Development, Planning Financial management and Development Contributions field.
- Able to work independently and make sound and fair decisions based on experience and good judgement.
- Extensive knowledge and experience in coordinating and strategically leading Development and Infrastructure Contribution programs within the local government sector.
- Ability to deal with queries and concerns effectively, diplomatically, and confidentially.
- Demonstrated ability to consult and negotiate with stakeholders in relation to new developments and capital works projects.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time (FTE) ongoing

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.