



Position Description – Development Officer

Division	City Futures
Portfolio	Development Services
Business Unit	Planning Assessment
Level	3-5
Reports To	Team Leader Planning and Administration
Prescribed Position	No

Position Objective

To participate in the legislative, administrative, policy and functional processes necessary to achieve a high quality of development that is appropriate to the urban context and responsive to the interests and needs of the community.

To provide great customer service to internal and external customers and assist in promoting a positive image of Council in the community.

Key Responsibilities

- Act as an initial point of contact for counter and telephone enquiries providing accurate and consistent advice regarding pre-applications, applications, complaints and general enquiries.
- Assess and process straight forward applications pursuant to compliance with the Development Plan and other legislative requirements including full responsibility for customer contact, lodgment, tracking, reporting and decisions.
- Accept development applications, categorise, apply fees and prepare for lodgment.
- Preparation of reports for Development Assessment Unit (DAU) and Council Assessment Panel (CAP) and attend the relevant committee's meetings as required for the purpose of giving advice.
- Undertake a limited number of notified and more complex application assessments.
- Represent Council at the Environment Resources and Development Court.
- Check privately certified plans for consistency with Council's Planning Consent plans and conditions.
- Prepare correspondence relating to applications and general enquiries and ensure Council's electronic database is current and accurate.

- Participate in the formulation and review of development assessment policies, procedures and systems.
- Participate in the preparation of planning policy review processes and submissions on amendments to the Planning and Design Code
- Provide planning advice in regard to development applications and enquiries as required by Elected Members, staff, developers and applicants, ratepayers, government authorities and the general public.
- Exercise the powers, duties and functions of Council as delegated to the Development Officer.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Exceptional commitment to great customer service.
- Good negotiating ability.
- Excellent verbal and written communication skills.
- Good interpersonal skills with an ability to relate effectively to staff, elected members, applicants and the general public.
- Demonstrated self-motivation and initiative.
- Ability to work in a team environment.
- Proven ability to interpret plans.
- Good urban design skills.
- High level of time management skills including the ability to prioritise.
- Intermediate computing skills including knowledge of the Windows Explorer and Internet Explorer environments are required.
- Working knowledge of the Microsoft Office suite of desktop applications.

- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated behaviour consistent with the organisational values.

Knowledge

- Sound knowledge and understanding of the South Australian Planning System, Planning, Development and Infrastructure Act and Regulations.
- A basic understanding of the Land Agent's, Valuer's and Broker's legislation and Local Government's role.
- A working knowledge of the land division processes with respect to the requirements and procedures pursuant to the Real Property Act.
- Knowledge of the Environment Protection Act.
- An understanding of the building consents requirements as set out in the Development Act and Regulations.

Experience

- Proven experience in the administration of development assessment processes.
- Experience with the Environment, Resources and Development Court System is desirable.
- Experience in land information systems is desirable.

Qualifications

A recognised tertiary qualification in planning or an allied discipline or working towards completion of such qualification.

Essential

South Australian Class 1 Drivers Licence.

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