



Position Description – Coordinator Development Services

Division	City Futures
Portfolio	Development Services
Business Unit	Planning
Level	Band 1
Reports To	Assessment Manager
Prescribed Position	No

Position Objective

The Coordinator Development Services is responsible for providing operational assistance to the Assessment Manager in leading and managing the Planning, Building & Development Compliance functions within Development Services. The role leads a specialist professional team in the delivery of high-quality development assessment services. They are critical in ensuring that work undertaken by the team is compliant with relevant legislation, while supporting strategic organisational goals and engagement with stakeholders, delivering informed and balanced outcomes.

The role is responsible for proactively identifying and implementing endorsed initiatives to enhance the team's long-term sustainability and deliver improved cost efficiency. The position significantly contributes to the formulation and implementation of corporate strategies across the Development Services Portfolio.

Key Responsibilities

- Lead, manage, and coordinate the Planning, Building & Development Compliance functions within Development Services that significantly impacts Council operations.
- Contribute to Council's strategies for the long-term development of the city.
- Ensure the team delivers the timely and accurate assessment of development applications under the Planning, Development and Infrastructure Act.
- Guided by relevant legislative frameworks and delegations, make independent decisions relating to the Planning, Building and Development Compliance functions.
- Develop staff within the Planning, Building and Development Compliance teams, including performance management, mentoring, and fostering a culture of excellence and innovation.
- Undertake regular assessment of complex planning applications and support the case management of large development projects.

- Manage a comprehensive building inspection and audit program to monitor construction and development sites.
- Ensure relevant staff undertake Building & Development Compliance activities verifying compliance with approved plans, building codes, and safety standards in accordance with relevant Practice Directions and Council Policy.
- Provide authoritative planning and policy advice to senior management, Council, and external stakeholders.
- Act as subject matter expert when representing Council at the Environment, Resources and Development Court and other relevant forums.
- Participate in identifying continuous improvement initiatives and contribute to cross-functional strategic projects that align with Council's corporate objectives.
- Provide guidance on the interpretation and implementation of legislative changes affecting development assessment or compliance actions.
- Support the preparation of and oversee the delivery of operational budgets, project plans, and performance reports.
- Oversee customer service standards and practices within the Planning, Building & Development Compliance functions, to ensure high-quality service delivery.
- Ensure the development, implementation, and review of policies, delegations, and procedures that impact the Planning, Building & Development Compliance functions outcomes.
- Liaise with the Council Assessment Panel, elected members, developers, legal counsel, internal departments, and state agencies.
- 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 developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Responsible for providing leadership of the safety and wellbeing of their staff in accordance with the Work Health & Safety Act 2012 and will provide leadership in the implementation and monitoring of Council's Work Health & Safety Management System within their area of responsibility.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Highly developed planning assessment technical skills.
- Demonstrated ability to prepare business plans and reports
- Demonstrated strategic thinking skills in a complex regulatory environment.

- Demonstrated ability to lead, manage, develop and mentor staff.
- High-level negotiation, communication, and conflict resolution skills.
- Proven ability to deliver results in the context of planning assessment, legislation, and service standards.
- Strong time management and organisational skills with the ability to prioritise across competing demands.
- Ability to apply technical knowledge to solve complex planning issues.
- Excellent ability to apply legislation and regulations

Knowledge

- High level knowledge of the development industry.
- Comprehensive and detailed knowledge and understanding of the Planning, Development and Infrastructure Act associated Regulations, Planning and Design Code and the State Planning Strategy/System.
- Knowledge of the National Construction Code (Building Code of Australia).
- 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.
- High level knowledge of the development industry.
- High level knowledge of continuous improvement principles and procedures.

Experience

- Extensive experience in statutory and strategic town planning functions.
- Demonstrated success in leading and delivering complex projects .
- Proven experience in the provision of excellent customer service, and in leading others to provide excellent customer service.
- Substantial proven experience in the administration of planning processes.
- Experience in applying continuous improvement and change management principles.
- Proven success in providing high-level specialist advice and managing risk.

Qualifications & Requirements

• A tertiary qualification in Urban and Regional Planning (or equivalent) or Bachelor of Construction Management (Building Surveying) or graduate Diploma in Building Surveying (or equivalent)	Essential
• Planning Level 1 Accreditation under the Planning Development and Infrastructure Act 2016	Desirable
• Qualifications in Management	Desirable
• Car Licence	Essential