TEAM LEADER, DEVELOPMENT
POSITION DESCRIPTION

City of Norwood Payneham & St Peters

Department:	Urban Planning & Environment
Unit:	Development Assessment & Regulatory Services
Section:	Development Assessment
Reports To:	Manager, Development & Regulatory Services
	The Position is also expected to work in collaboration with other staff across the organization.
Direct Reports:	Senior Urban Planner Urban Planner Planning Officer Compliance Officer, Planning Services
Classification:	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 8
Special Conditions:	Some out-of-hours work required Attendance at Council Assessment Panel and Council meetings as required Attendance at training courses as required

PURPOSE

The Team Leader, Development is responsible for providing operational assistance to the Manager, Development & Regulatory Services and Assessment Manager in leading and coordinating the Planning and Development Compliance functions within the Development Assessment Unit.

The Team Leader, Development leads a specialist professional Unit in the delivery of high-quality development assessment services. The Team Leader, Development plays an important role in assisting the Manager, Development & Regulatory Services to ensure that work undertaken by the Unit is compliant with relevant legislation, while supporting strategic organisational goals and engagement with stakeholders, delivering informed and balanced outcomes.

The Team Leader, Development will be responsible for:

- Timely, accurate and transparent assessment and enforcement of complex Development Applications in accordance with the requirements of the *Planning, Development and Infrastructure Act 2016.*
- Assisting to devise, develop and formulate policies and concepts for incorporation in the Planning & Design Code, and other policy documents;
- Monitoring and reviewing the effectiveness of planning systems including maintaining and analysing development assessment statistics, urban development trends and relevant community influences;
- Assessing Outdoor Dining applications;
- Liquor licensing advice to Applicants, management, Council and citizens;
- The provision of timely and accurate planning advice to the Council, the community and staff.

The Team Leader, Development will, through the outputs set out above, assist in the delivery of efficient and effective urban planning policy and assessment which, in turn, will result in the creation of an urban environment which aligns with the Council's Vision for the City.

KEY RESPONSIBILITIES

- Lead, manage, and coordinate the Planning & Development Compliance functions within Development Services.
- Ensure the Unit delivers the timely and accurate assessment of development applications under the *Planning, Development and Infrastructure Act 2016.*
- Guided by relevant legislative frameworks and delegations, make independent and objective decisions relating to the Planning and Development Compliance functions, in consultation with the Manager, Development & Regulatory Services.
- Assist with the development of direct reports, including regular performance monitoring, providing feedback and setting mutually agreed performance targets and professional development opportunities, mentoring, coaching and fostering a culture of excellence and innovation.

- Undertake regular assessment of complex planning applications and support the case management of large development projects.
- Ensure staff undertake Development Compliance activities verifying compliance with approved plans and safety standards in accordance with relevant Practice Directions and Council Policy.
- Provide planning and related 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.
- Oversee customer service standards and practices within the Planning and Development Compliance functions, to ensure high-quality service delivery and determine duty rosters for direct reports.
- Ensure the development, implementation, and review of policies, delegations, and procedures that impact the Planning & Development Compliance functions outcomes.
- Liaise with the Council Assessment Panel, Elected Members, developers, applicants, legal counsel, state agencies and staff across the organisation.
- Prepare well-researched and written reports for the Council Assessment Panel and other decision-making authorities as required.
- Assist with up-dating procedures for development assessment and identify any need for the review of procedures and undertake the reviews as required.
- Assessment of outdoor dining permits and liquor licence requests as required.
- Distribute development applications to the Development Assessment Team and review decisions to grant Planning consent, checking for accuracy and sound decision making.
- Assist in enforcement action, providing guidance and advice to the Compliance Officer, Planning Services.
- Monitor the Planning Portal and proactively focus on the team achieving legislative timelines for the assessment of development applications.

SELECTION CRITERIA
ESSENTIAL CRITERIA

Knowledge

- Extensive experience in the assessment of a range of Development Applications including complex proposals pursuant to the *Planning, Development and Infrastructure Act 2016*.
- Demonstrated experience in the development and formulation of policies and strategies.
- Extensive knowledge of the *Planning, Development and Infrastructure Act 2016* and Regulations.
- Knowledge of Local Government service delivery, decision making processes, budgeting and reporting.
- Extensive working knowledge of all aspects of development control processes.
- High level understanding of the integration of local and regional political, economic, social and environmental trends.
- Comprehensive knowledge of Government legislation and other agency processes as it impacts on the scope and formulation of planning policy.
- An understanding of liveable, competitive and sustainable cities and the ability to achieve well designed neighbourhoods and precincts in a local government context.
- Working knowledge of the current policy, procedures and legislation in the areas of property and development, Local Government administration, environmental protection, water management, public and environmental health and infrastructure provision.
- An understanding of information technology and its application in urban planning.
- An understanding of the development industry.
- Understanding of the *Liquor Licensing Act 1997* and related procedures.
- A working knowledge of the fields of specialist advice (e.g., engineering, heritage, traffic, horticulture) and their application to the development assessment process and policy formulation.

Personal Attributes

- Proactive in approach and taking pride in quality of work outputs.
- Demonstrated ability to be sensitive and responsive to local needs and areas of concern including those related to cultural, social and environmental matters.
- Demonstrated ability to relate to and work with people from various backgrounds.
- Ability to work in isolated settings, group settings and within a team environment coordinating input across related disciplines.
- Ability to work in a flexible manner and adapt to a variety of circumstances.
- Demonstrated high level of initiative and conduct business in an honest and respectful manner maintaining a high level of professionalism at all times.
- Capable of caring and acting courteously.

Skills

- Developing leadership skills, and an ability to lead with respect, empathy and kindness.
- Excellent oral and written communication skills including the ability to write clear, concise reports, communicate concepts to others and present in a variety of forums.
- Ability to think logically and strategically and solve problems to complex tasks.
- Strong policy development and analysis skills.
- Demonstrated community engagement skills.
- A flexible approach to tasks.
- Highly developed organisational and time management skills including an ability to manage competing priorities.
- Demonstrated ability to provide direction and lead cross-functional teams.
- Excellent negotiation, conflict resolution and networking skills.
- Excellent capacity to integrate information from a wide variety of sources and subject areas
- Ability to undertake comprehensive research and to clearly and concisely report the findings.
- Ability to identify problems and procedural blocks and to develop strategic solutions.
- Eligibility for Corporate Membership of the Planning Institute of Australia.

DESIRABLE CRITERIA

- Experience in Local Government
- Experience in the use of the Plan SA Planning Portal
- Experience in the use of Authority software.
- Experience in providing leadership to and within Development Assessment teams.
- Experience in the preparation of consultancy briefs and project management.
- Post graduate qualifications in Urban and Regional Planning or an allied field.
- Degree in Urban and Regional Planning or related disciplines.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers Are responsible for:

- Prioritising safety in the workplace.
- Taking reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Complying with legislation, policies, procedures and participating in WHS training.

- Proactively identifying and reporting hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Using tools and equipment correctly to protect the health and safety of yourself and others.
- Ensuring you are medically and physically fit to undertake the requirements of your position.
- Following reasonable safety instructions.
- Not attending work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

Leaders

As a leader, you are also responsible for:

- Implementing the Council's WHS Management System and ensuring team compliance.
- Leading the development, implementation and monitoring of WHS policies and procedures.
- Identifying, assessing, and controlling workplace hazards to minimise risks.
- Investigating hazards and incidents and implementing control measures.
- Reporting work-related injuries promptly.
- Promoting a safe workplace by resourcing and supporting health, safety, wellbeing and return to work.
- Providing workers with information, instruction, supervision and training, particularly during workplace changes.
- Actively participating in WHS initiatives, audits and discussions.
- Supporting workers in the Return-to-Work process.
- Integrating WHS and risk management into recommendations to the Executive Leadership Team and Council.

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

_____
Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

READ & AGREED TO BY:

_____
Insert Name of Incumbent.
TEAM LEADER, DEVELOPMENT
Date _____