



Development Officer POSITION DESCRIPTION

Position Number:	2736	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream A) Level 5
Business Unit:	Planning and Development	Reports To:	Principal Planning and Development Officer
Team:	Development Assessment	Revised:	April 2026

Human Resource Delegation:	Nil	Financial Delegation:	Nil
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General Position Statement:

This position supports Council's direction by providing expert development assessment and compliance services that enable sustainable growth, protect community interests, and uphold planning integrity. Working within a collaborative, multi-disciplinary team, the position guides development proposals through assessment, construction, and survey phases, ensuring outcomes are timely, consistent, and aligned with Council's planning vision.

Specific Responsibilities:

This position has the following responsibilities:

1. Day to day administration of Council's planning schemes and legislation, including implementing, interpreting, and advising the provisions of Council's planning schemes, ensuring decisions are timely, transparent, and aligned with Council's strategic planning outcomes.
2. Ensure accurate and timely assessment of operational works applications through undertaking site inspections, validating pre-commencement, construction and completion requirements, and confirming all as-constructed documentation meets legislative and Council standards.
3. Monitor construction and survey phases to uphold permit conditions and planning standards, managing development-related financial processes and ensure accurate documentation, tracking, and release of contributions.
4. Deliver clear, professional advice to Council, developers, consultants, and the community. Advocate for Council's planning position, contribute to legal matters and mediations, and prepare high-quality reports that support informed decision-making.
5. Coordinate technical input across departments and negotiate constructively with stakeholders to achieve balanced, sustainable development outcomes.
6. Support consultation activities that build awareness of Council's planning policies and development processes, fostering trust, transparency, and positive relationships.
7. Mentor colleagues, contribute to a performance-driven, client-connected service culture, and act with initiative, sound judgement, and integrity in all aspects of the role.





8. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
9. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.
10. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Working knowledge of Queensland development assessment legislation, operational works requirements, and local government processes.
2. Proficiency with development assessment software, corporate systems, GIS and Microsoft Office, with the ability to interpret information and coordinate project workflows.
3. Well-developed communication skills, with the ability to prepare clear, accurate reports and provide advice to internal and external stakeholders.
4. Effective workload and priority management, delivering consistent and defensible outcomes in a complex, time-sensitive environment.
5. Acts with initiative, discretion, and ethical conduct through supporting team capability, and embracing opportunities to improve systems, processes, and service quality.

Mandatory Qualifications, Licences and Experience

1. Tertiary qualifications in Local Government (Operational Works) or a related field and/or substantial work experience relevant to the position.
2. Demonstrated experience interpreting and applying planning legislation and assessing development applications in a regulatory environment.
3. Ability to safely undertake site inspections and assess compliance against approved plans and conditions.
4. Possession and maintenance of a current "C" class motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government development assessment environment.
2. Understanding of infrastructure planning, civil engineering principles, or construction methodologies relevant to development approvals.





Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect, and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Development Officer SELECTION CRITERIA

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Team:	Development Assessment	Revised:	April 2026

Please address each of the selection criteria below in your application:

1. Mandatory Requirements:

- Tertiary qualifications in Local Government (Operational Works) or a related field and/or substantial work experience relevant to the position.
 - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated experience interpreting and applying planning legislation and undertaking development assessment within a regulatory or local government environment.
 3. Strong communication and stakeholder engagement skills, with the ability to provide clear professional advice and prepare high-quality reports and recommendations.
 4. Proven ability to manage development applications through assessment, construction and compliance phases, including site inspections, documentation and coordination of technical inputs.
 5. Well-developed organisational skills and professional judgement, with the ability to manage competing priorities, work collaboratively, and uphold governance, safety and Council values.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.