



Coordinator Development Assessment POSITION DESCRIPTION

Position Number:	2750
Portfolio:	Communities
Business Unit:	Development and Environment
Team:	Development Assessment
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 7
Reports To:	Manager Development and Environment
Revised:	July 2025

General Position Statement:

This position supports Council's direction by leading the Development Assessment Team to deliver responsive, efficient, and legally compliant statutory planning services. The position oversees complex planning assessments, supports strategic and policy alignment, and ensures continuous improvement of systems and processes. As a leader, this position is responsible for developing the teams capability, ensuring consistent decision-making, and contributing to a high-performance culture aligned with Council's values and regulatory obligations.

Specific Responsibilities:

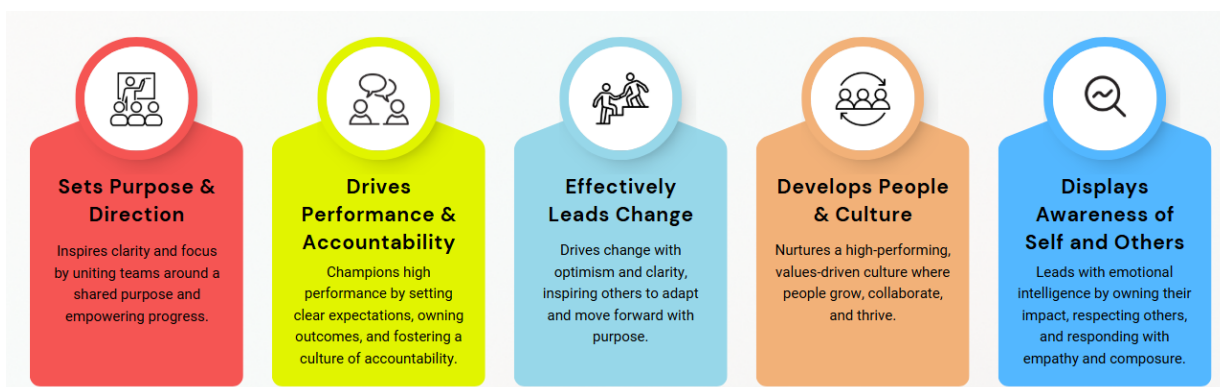
This position has the following responsibilities:

1. Lead, manage, and mentor the Development Assessment Team, building a high-performing, customer-focused team culture through clear direction, capability development, and effective communication.
2. Oversee the delivery of statutory planning and development assessment services, ensuring all processes are professional, efficient, legally compliant, and consistent with Council policy and strategic direction.
3. Develop and implement operational policies, procedures, plans, and work programs, including performance indicators, to support continuous improvement and efficient team operations.
4. Provide professional, technical, and expert planning advice to internal stakeholders, elected members, external bodies, and the community, and maintain strong liaison with industry groups, professional bodies, and government agencies.
5. Represent Council in legal and compliance matters, including preparing documentation, managing prosecutions, instructing legal representatives, and implementing legislative or policy changes across the team.



6. Prepare and manage the team's operational budget, monitor performance against corporate and team goals, and contribute to the delivery of Council's customer service and strategic objectives.
7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. 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.
9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
10. Undertake other relevant duties as directed, consistent with skills, competence and training.

Leadership Competencies:



Position Requirements:

Skills/Competencies

1. Comprehensive knowledge of development assessment legislation, policy, and procedures within a local government context, including court and enforcement processes.
2. Highly developed written and verbal communication skills, including the ability to prepare complex reports and represent Council in legal and community settings.
3. Strong leadership and team management skills, with experience building high-performing teams and mentoring staff in a regulatory environment.
4. Demonstrated ability to manage competing priorities, meet deadlines, and deliver consistent outcomes in a complex and politically sensitive operating environment.
5. High-level financial, systems, and project management skills, including proficiency in planning software, corporate information systems, and the Microsoft Office suite.





Mandatory Qualifications, Licences and Experience

1. Tertiary qualifications in Urban and Regional Planning or a related field, and/or extensive experience in a similar position.
2. Proven leadership experience in a regulatory or local government planning environment, including supervision of employees and management of complex development matters.
3. Demonstrated capability in planning enforcement and legal proceedings, including preparation of documentation, and liaison with legal representatives.
4. Strong understanding of planning legislation and the ability to operate effectively in political and community-facing contexts, supported by proficiency in Council's corporate systems and planning-related software.
5. Possession and maintenance of a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Postgraduate qualifications or professional accreditation (e.g. PIA membership) in urban and regional planning, environmental planning, or a related discipline.
2. Familiarity with digital planning tools, e-planning systems, or development tracking software used in local government.
3. Formal training in leadership, coaching, or team development, particularly in high-performance or regulatory environments.

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 outdoor or 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. 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.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.





Coordinator Development Assessment

SELECTION CRITERIA

Position Number:	2750
Portfolio:	Communities
Business Unit:	Development and Environment
Team:	Development Assessment
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 7
Reports To:	Manager Development and Environment
Revised:	July 2025

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

1. Tertiary qualifications in Urban and Regional Planning or a related field, and/or extensive experience in a similar position.
2. Proven leadership experience in a regulatory or local government planning environment, including supervision of employees, mentoring staff, building a high-performing team and management of complex development matters.
3. Demonstrated capability in planning enforcement and legal proceedings, including preparation of documentation, and liaison with legal representatives.
4. Strong understanding of planning legislation, policy and procedures within a Local Government context and the ability to operate effectively in political and community-facing contexts, supported by proficiency in Council's corporate systems and planning-related software.
5. Highly developed written and verbal communication skills, including the ability to prepare complex reports and represent Council in legal and community settings.
6. Possession and maintenance of a current motor vehicle driver licence.

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 into 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.