

POSITION TITLE: Coordinator Development Services **POSITION NO:** 2575

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 7 to 8 (dependant on qualifications and experience)

CERTIFIED AGREEMENT: Officers – 2020 **AWARD:** QLGIA

DEPARTMENT: Liveability

BRANCH: Environment & Planning

REPORTS TO: Manager Environment & Planning

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

Provide coordination and direction to the Planning and Building branch within the Liveability Department to promote and deliver high quality outcomes to the community in addition to contributing to corporate governance and strategic planning in Council.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Lead and supervise a team of officers, including the day-to-day management and strategic direction of planning and land management in conjunction with the relevant team members.
2. Direct the establishment and application of initiatives, frameworks and resources to enable and promote the social planning for the region in accordance with legislative requirements, corporate targets, community standards and industry trends.
3. Provide high level advice and expertise to internal and external stakeholders and customers including the Leadership and Management teams.
4. Contribute to the formulation and review of Council's policy, including the Operational Plan and Corporate Plan, and develop, document and review Policies and Procedures for the team.
5. Ensure compliance by internal and external parties with corporate Policies, Procedures and Standards, including for the activities of records management, human resources management, workplace health and safety, information technology, and finance.
6. Ensure compliance with statutory obligations including the Local Government Act 2009, associated Regulations and other relevant legislation.
7. Prepare and present high quality written and verbal communications in a variety of forums, including Council meetings, internal and external meetings, community meetings and events.
8. Liaise closely with professional networks and senior industry representatives to ensure Council is aware of contemporary trends in service delivery, quality and technology.
9. Prepare and monitor the budget for the Planning and Land Management branch including providing timely reports on variations to the Manager Environment and Planning.
10. Contribute to establishing and maintaining a culture of support, inclusion and respect within the team. Establish and monitor service deliverables and outcomes

11. Monitor and review performance of staff in accordance with Council's staff performance management systems and processes and develop programs for staff to improve performance effectiveness and job satisfaction.
12. Complete additional activities and reasonable directions given by management.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence
- Tertiary qualifications or equivalent qualifications and demonstrated experience in a relevant discipline (e.g., urban and regional planning, business or building or related discipline)
- Eligibility for membership with a relevant professional body
- Relevant postgraduate qualifications are desirable

4. KEY SELECTION CRITERIA

1. Comprehensive knowledge of, and experience in, applying legislation, statutory regulations and guidelines relevant to planning and land management services.
2. High level of written and verbal communication, consultation and negotiation skills, with the demonstrated ability to represent Council at senior levels and to establish and sustain mutually productive partnerships with both internal and external stakeholders.
3. Demonstrated ability to foster and lead a team within a dynamic environment in working proactively, achieving operational targets, enhancing strategic performance and efficiently using resources.
4. Highly effective written and oral communication skills and demonstrated ability to provide professional advice in a timely manner.
5. Comprehensive understanding of and commitment to excellent customer service.
6. Demonstrated understanding of and commitment to equal employment opportunity and workplace health and safety principles, practices and legislation.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Liveability: Peter O'May	Signature: 