



POSITION DESCRIPTION

Title	Assessment Officer – Planning
Position Classification:	Local Government (State) Award: Band 3 Level 2
Salary Range:	Grade 18 to Grade 24
Market Range:	Grade 22 to Grade 28
Status:	Full time
Position revised on:	2025
Position written by:	Manager Development Services
Division:	Planning and Environment
Department:	Development Services
Reports to:	Team Leader - Assessments
Special Conditions	Pecuniary Interest disclosures are required. This position may have delegations under the Local Government Act (1993). The position will be required to attend meetings of Council, Committee, North Sydney Independent Planning Panel (NSIPP), site meetings and in-house meetings, including out-of-hours meetings as directed.

1. PURPOSE OF THE POSITION

- Assess Development Applications having regard to relevant controls and Council policy.
- Observe and implement principles and objectives of Council's policies and Council's Corporate Management Plan.
- Attend Court as an expert witness for Council.
- Provide input into policy and team development.
- To carry out investigations, inspections and other duties as required by the Team Leader and/or Manager Assessments.
- To ensure accurate advice is given at all times.

2. KEY OPERATIONAL RESPONSIBILITIES

2.1 Effectively assess development applications.

Applications are to be determined within an agreed reasonable time frame and in keeping with relevant Acts, Regulations and Planning Instruments and Council Policy.

2.2 Team Work

Support and promote teamwork through co-operation, communication, coaching of assessment officers, sharing of relevant information, provision of responsive accurate technical advice and maintenance of effective liaison between the team and staff of other departments and other external organisations. Mentor, coach and support more junior staff in the performance of their duties.

2.3 Other duties

Other duties may be allocated by the manager or supervisor. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan and will include, but not be limited to, tasks associated with compliance and enforcement matters and participation in the counter duty roster.

Note: Key tasks include, but are not limited to, those tasks associated with each of the above areas of responsibility.

3. KEY CORPORATE RESPONSIBILITIES

3.1 Council's Vision and Core Values

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures, which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Organisational Sustainability

Consider sustainability – economic, environmental, social and governance factors – in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures

3.6 Community Engagement

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

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3.7 Record Keeping

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

3.8 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

3.9 Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

3.10 Work Health & Safety

Observe safe work practices and operating procedures and comply with the requirements of the WH&S legislation and Council's Policies and Procedures relating to Work Health & Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WH&S risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

3.11 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.12 Team Work

Support and promote team work through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

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3.14 Child Safe

Council fully supports the aims and objectives of Children’s Guardian Act 2019 and associated provisions and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

4. CONTACTS ARISING FROM THE POSITION

Reports to: Team Leader – Assessments

Supervises: Directly: Nil
Indirectly: Student Assessment Officers
Technical Advisors
Support Staff

5. SELECTION CRITERIA

Essential

- Tertiary qualifications in town planning, architecture, urban design, building surveying or equivalent.
- Demonstrated experience in assessment of merit applications, statutory planning issues and understanding of delegated authority application.
- Knowledge of the Local Government Act, Environmental Planning and Assessment Act, and related legislation
- Demonstrated analytical skills
- Demonstrated report-writing skills and clear oral communication skills
- Demonstrated mediation, negotiation, customer service and team skills
- Current Class C Driver’s Licence
- Microsoft Office skills

Desirable:

- Qualifications in a related discipline such as engineering, heritage, building, landscaping and/or design
- Experience as an expert witness in the Land & Environmental Court
- Some experience in strategic planning

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee’s Name (printed).....

Employee’s SignatureDate.....