

Position Profile

1624 – Development Planner – Development Services

About Council

The Sunshine Coast Council continues to take a lead role in shaping a prosperous future for our community through a vision to be Australia's most sustainable region – healthy, smart, creative.

Sunshine Coast Council is one of the largest local governments in Australia, serving a community of more than 330,000 residents across an area of approximately 2,291 square kilometres. Council's 2021-2025 Corporate Plan aims to deliver a smart economy, a strong community, a healthy environment, service excellence and an outstanding organisation. These objectives provide our community and our organisation with a line of sight to the programs, projects and services provided by council to residents, businesses and visitors across our region every day. Our employees' passion and commitment to the region and their willingness to go above and beyond, is what sets Sunshine Coast Council apart as a local government organisation.



Our Values

Everything council does is underpinned by its values which define the culture of the organisation and the behaviours that shape our interaction with the community and each other.

Respect for each other in our working relationships

Being our best by continuing to learn, grow, challenge and change

Working as one team across the organisation and with our community

High standards in our conduct, service and governance

Service excellence for our customers and each other

Our Corporate Plan Goals

1. **Our Strong Community** - Our communities are connected and thriving places where people are included, treated with respect and opportunities are available for all.
2. **Our Environment and Liveability** - Our natural assets, healthy environment and liveability credentials are maintained and enhanced.
3. **Our Resilient Economy** - Our resilient, high-value economy of choice drives business performance, investment and enduring employment.
4. **Our Service Excellence** - Our services are consistent and accessible and provide positive experiences for our customers and value to our community
5. **Our Outstanding Organisation** - Our organisation is high performing, innovative and community focused, marked by great people, good governance and regional leadership.

Position Summary

Position title	Development Planner	
Position number	70001624	
Reports to	Team Leader Planning Assessment	
Position type	Establishment	
Position Classification	Award Based - Queensland Local Government Industry Award (Stream A) – State 2017 – Level 4-5	
Group	Customer Engagement & Planning Services	
Branch	Development Services	
Team	Planning Assessment	
Employment area	Sunshine Coast	Locations Maroochydore
Team leadership/ supervision	Not Applicable	
Internal liaison	Team Leader, Coordinator, Manager, Councillors and other Council employees	
External liaison	Federal and State Governments, local authorities, community, special interest groups, media, business and industry bodies, academic institutions, and community members.	
Delegations	As per Council's Delegations of Authority relating to financial, administrative, human resource management, Workplace Health & Safety (WH&S) and environmental management responsibilities.	
Date last reviewed	13 June 2022	

Key Responsibilities

Level 4:

- Research and provide general advice on planning matters to management, other internal branches, developers, professionals, staff and the general public on a daily basis.
- Function as Project Manager and process, assess and negotiate on a range of moderate development applications as part of a multi-disciplinary team, in a timely manner, while maintaining a strong customer service focus.
- Develop professional working relationships with internal and external customers to support service delivery and communication.
- Exercise initiative in making decisions, solving problems and resolving conflicts in relation to development applications and other development related matters.
- Prepare high quality reports with recommendations and development assessment related correspondence.
- Prepare Standard and Full Planning and Development Certificates.

- Work on specific projects or in project teams from time to time, according to particular skills, expertise and interest. Rotate across projects and teams as required to promote learning, variety and career development.
- Ensuring personal safety and the safety of others by following council policies and procedures, cooperating with all reasonable instructions and actively participating in all health & safety training and consultation.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

Level 5:

- Research and provide general advice on planning matters to management, other internal branches, developers, professionals, staff and the general public on a daily basis.
- Research and provide high level advice and assistance on planning matters to councillors, management, other internal branches, developers, professionals, staff and the general public on a daily basis.
- Function as Project Manager and process, assess and negotiate on a range of moderate to complex development applications as part of a multi-disciplinary team, in a timely manner, while maintaining a strong customer service focus.
- Develop professional working relationships with internal and external customers to support service delivery and communication.
- Exercise strong initiative in making decisions, solving problems and resolving conflicts in relation to development applications and other development related matters.
- Prepare high quality reports and recommendations and development assessment related correspondence.
- Research and assist with the preparation of appeal matters.
- Assist in the preparation of reports for presentation at Council and other public meetings.
- Prepare Standard and Full Planning and Development Certificates.
- Identify ongoing improvements to work practices, procedures and management systems in conjunction with the Unit Coordinator, Team Leader and Principal Development Planner.
- Work on specific projects or in project teams from time to time, according to particular skills, expertise and interest. Rotation across projects and teams as required to promote learning, variety and career development.
- Ensuring personal safety and the safety of others by following council policies and procedures, cooperating with all reasonable instructions and actively participating in all health & safety training and consultation.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

Key Requirements

Mandatory Requirements / Experience

All levels

- Possession of recognised tertiary qualifications/accreditations in the planning profession. Qualifications to satisfy membership status of the Planning Institute of Australia.
- Responsible for the compliant capture and secure use of public records in line with Sunshine Coast Council Records Management Policy during the conduct of daily business.
- You must comply with any applicable current or future Qld Government Public Health directive for vaccination requirements.
- Demonstrated time management, work prioritisation and organisational skills.
- Capacity to work both independently and interdependently as an effective, positive team member, in an environment that encourages knowledge sharing, job and/or task rotation and professional and personal development.

- Strong communication and interpersonal skills with an ability to maintain composure and objectivity in balancing competing demands and workplace priorities that reflects a strong customer focus.
- Current Driver's Licence – "C" class.

Level 4:

- Previous relevant experience with demonstrated understanding and ability to interpret and apply planning and environment legislation, regulations, policies, statutory procedures and requirements for land use planning and assessment of development applications.
- Strong research, analysis, problem solving and evaluation skills with the ability to examine problems and contribute to the development of sound strategies for their resolution.

Level 5:

- Substantial knowledge and understanding of and experience in dealing with the planning and environment legislation, regulations, policies, statutory procedures and requirements for land use planning and assessment of development applications.
- Proven ability to operate as an effective and integral member of a multi-disciplinary team, delivering in a timely manner on all aspects of the position.
- Proven track record of success in town planning practice, including demonstrated experience in the various aspects of statutory planning and development assessment.

Corporate Requirements

- Commitment to the agreed Sunshine Coast Council values and behaviours
- Compliance and adherence to Code of Conduct
- Participation in Performance Review and Planning
- Availability to work across council work locations
- Commitment to the Work Safe : Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it's not safe don't do it ▪
Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪
Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.
