

Position Description (Employee)

Specialist Surveyor

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| Division | City Planning, Development and Transport |
| Business Unit | Planning Assessments |
| Grade/Band | Band 6 |
| Date position description approved | 20 December 2021 |

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030-2050 Continuing the Vision](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The Specialist Surveyor is responsible for the efficient and effective assessment of subdivision related applications, and other small scale development related applications as needed, and providing expert advice to ensure planning and development proposals meet statutory requirements, and the City's policies and objectives.

Key accountabilities

- Provide expert advice to Director City Planning, Development and Transport and other senior managers in the Division on land and subdivision related matters to make informed decisions.
- Effective analysis and assessment of complex surveying and legal issues associated with development applications, subdivision certificates and strata certificates, and

ensure that subdivision meets statutory requirements, and Council's policies and objectives.

- Maintain status as a surveyor registered under the Surveying and Spatial Information Act 2002 including undertaking training and staying abreast of all relevant legislation and directions applicable to the performance of the duties of a Specialist Surveyor.
- Deliver high quality customer service to applicants, residents and other stakeholders in the City through the provision of expert advice on relevant processes, policies and regulations.
- Deliver evidence and appear as an expert witness on behalf of Council in the Land and Environment Court and Local Court in accordance with legislative requirements and regulations.

Key challenges

- Completing accurate and timely assessment of complex applications within a fast-paced environment. This will demand a high level of organisation and adaptability.
- Strategically balance a broad range of stakeholder needs and customer expectations given that these may often have competing priorities.
- Managing a diverse range of workload requirements given that workloads can often be substantial and difficult to predict.

Key relationships

| Who | Why |
|---|--|
| Internal | |
| Director City Planning, Development and Transport, Executive Manager Development & Manager Planning Assessments | <ul style="list-style-type: none"> • Provide advice and make recommendations in relation to land and surveying matters • Provide expert advice and contribute to decision making |
| Area Planning Manager & Area Planning Coordinator | <ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risk and their implications and propose solutions |
| Internal Referral Units | <ul style="list-style-type: none"> • Receive advice and contribute to decision making • Engage in and negotiate appropriate development outcomes |
| Team Members | <ul style="list-style-type: none"> • Collaborate with team members • Lead discussions and decisions regarding surveying matters |
| External | |
| Applicants | <ul style="list-style-type: none"> • Provide surveying advice, engage in and negotiate appropriate development outcomes |

| Who | Why |
|--|---|
| | <ul style="list-style-type: none"> • Manage expectations and resolve issues |
| Community | <ul style="list-style-type: none"> • Provide surveying advice and consider submissions • Manage expectations and resolve issues |
| Referral Authorities | <ul style="list-style-type: none"> • Receive advice and contribute to decision making • Consider submissions and resolve issues |
| Determination Panels (Local Planning Panel & Central Sydney Planning Committee) | <ul style="list-style-type: none"> • Provide advice and make recommendations in relation to surveying matters |

Key dimensions

Decision making

A significant degree of autonomy, initiative and decision making is exercised in undertaking work tasks, advising and liaising with stakeholders and making of decisions consistent with delegations and the responsibilities of the position.

Reports to

Area Planning Manager

Number of direct reports

None

Number of indirect reports

None

Essential Knowledge, Skills & Experience

- University Degree in Surveying (Land) or equivalent (must be a NSW Board of Surveying & Spatial Information recognised qualification).
- Registration by the NSW Board of Surveying & Spatial Information as a Registered Land Surveyor or be eligible for such registration.
- Demonstrate thorough knowledge and understanding of the Surveying and Spatial Information Act 2002, the Surveying and Spatial Information Regulation 2017 and the Surveyor General's Directions.
- Experience in the assessment and resolution of complex subdivision and legal issues associated with applications for development applications, subdivision certificates and strata certificates, preferably in local government.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our

values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

| Capability Group | Capability Name | Level |
|---------------------|--|---------------------|
| Personal attributes | Act with Integrity and Courage | Adept |
| | Demonstrate Accountability | Adept |
| | Manage Self | Adept |
| | Display Resilience and Adaptability | Adept |
| Relationships | Work Collaboratively | Intermediate |
| | Communicate and Engage Respectfully | Adept |
| | Community and Customer Focus | Adept |
| | Influence and Negotiate | Intermediate |
| Results | Deliver Quality Results | Advanced |
| | Create and Innovate | Intermediate |
| | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Intermediate |
| Resources | Finance | Intermediate |
| | Technology and Information | Intermediate |
| | Assets and Tools | Foundational |
| | Procurement and Contracts | Foundational |

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|--|
| Personal Attributes Manage Self | Adept | <ul style="list-style-type: none"> Initiates action on team/unit projects, issues and opportunities Accepts and tackles demanding goals with drive and commitment Seeks opportunities to apply and develop strengths and skills Examines and reflects on own performance Seeks and responds well to feedback and guidance |
| Relationships Work Collaboratively | Intermediate | <ul style="list-style-type: none"> Encourages an inclusive, supportive and co-operative team environment |

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| | | <ul style="list-style-type: none"> • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions |
| Relationships Communicate and Engage Respectfully | Adept | <ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats |
| Relationships Community and Customer Focus | Adept | <ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationship with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services |
| Results Deliver Quality Results | Advanced | <ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices |
| Results Plan and Prioritise | Intermediate | <ul style="list-style-type: none"> • Participates constructive in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives |

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| | | <ul style="list-style-type: none"> • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules |
| Results Think and Solve Problems | Intermediate | <ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses numerical data and other information and draws conclusion based on evidence • Works with others to assess options and identify appropriate solutions |