

# TEAM LEADER, DEVELOPMENT ASSESSMENT

## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader, Development Assessment
<b>Responsible To:</b>	Manager, City Development
<b>Council Portfolio:</b>	City Community
<b>Council Program:</b>	Regulatory Services
<b>Classification Level:</b>	Salaried, Level 9

### Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

### Overview of Program

The Regulatory Services Program facilitates safer places for all to enjoy, provides easy access for those who visit and move around our City, and makes the experience of doing business with the City of Adelaide a pleasure.

### Key Relationships / Interactions

<b>Internal</b>	<ul style="list-style-type: none"> <li>Employees across the Regulatory Services Program</li> <li>City of Adelaide (CoA) staff members across all Portfolios, Programs and Corporate Teams</li> <li>Lord Mayor, Council Members and Associate Directors</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>General Public</li> <li>Applicants and representors</li> <li>Architects, builders, private certifiers and other relevant professionals</li> <li>Office of Design and Architecture of SA</li> <li>Department of Infrastructure and Transport</li> <li>Legal practitioners</li> <li>State Government departments as required</li> <li>Local Government and professional peer networks</li> </ul>

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## Primary Purpose

As part of the Regulatory Services Program, the Team Leader, Development Assessment leads the provision of high quality, outcome-focused assessments of all Development Applications, including Planning and Building Rules Consent. The role provides specialist, technical advice regarding development applications and exercises their delegated authority to administer approvals and provisions under the *Local Government Act, Planning Development & Infrastructure Act and Regulations*, and relevant Council By-Laws.

## Responsibilities

The Team Leader, Development Assessment is responsible for:

- Leading and managing the development, coordination and delivery of these functions in accordance with Program Plan objectives and Council's strategic directions.
- The effective leadership and management of the Development Assessment function to foster a positive and constructive workplace culture that consistently delivers high quality services, whilst ensuring Council meets its legislative obligations within the *Planning, Development and Infrastructure Act 2016* and strategic outcomes.
- Providing expert advice in development assessment matters to the Council Assessment Panel (CAP) members, senior Council staff, planning and development sector stakeholders, applicants and the public.
- Identifying systems/process improvement opportunities and leading the development and implementation of plans/programs/strategies which contribute to the ongoing enhancement of service delivery.
- Providing input into planning policy development which relates to current development issues and trends.
- Exercising delegated authority from Council to administer a wide range of provisions under the *Planning, Development and Infrastructure Act 2016 and Regulations* and *Local Government Act 1999*,
- Acting as Council's designated Assessment Manager when required, performing the required legislative obligations of this position and representing Council in relevant panels and committees.
- Managing and coordinating provision of information and advice to State Commission Assessment Panel (SCAP) on Schedule 10 applications to ensure good governance and risk minimisation.
- Coordinating the distribution of Schedule 10 applications and including attendance at initial Pre-Lodgement Panel meetings and Design Review Panel meetings, and reviewing the draft comments prior to submission to SCAP.
- Negotiating with senior planning and development sector stakeholders and applicants regarding significant development proposals to positively influence built form outcomes for the City.
- Reviewing and critiquing CAP reports in preparation for final review by Council's Assessment Manager.
- Coordinating, monitoring and evaluating all aspects of team activities including budgets.
- Overseeing all aspects of administration for the Development Assessment function, including adherence to legislated timeframes and delivering excellent customer service.
- The ongoing review of existing practices, investigation of improvement opportunities and development and implementation of appropriate systems/processes which enhance the planning assessment process and contribute to Program Plan objectives.
- Continuously building the team's capacity and maintenance of Continuous Professional Development through the ongoing identification of individual and team training and development needs, and through applying due diligence during the Performance Management process.
- Liaising effectively with Local and State Government Agencies and other relevant stakeholders to build and maintain partnerships and alliances to assist Council in delivering objectives and projects.
- Liaising with building owners, developers, builders, contractors, businesses, residents and tenants to assist them to understand the requirements of Council policies and other legislative requirements in relation to complex developments.
- Providing specialist planning advice to internal stakeholders and participating in cross-Council working groups to develop policies, practices and procedures.

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## Responsibilities for all Leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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## Position Criteria

<b>Qualifications</b>	A tertiary qualification in Urban and Regional Planning or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	<b>Essential</b>
	Accreditation in Professional Level 1 under the PDI Act.	<b>Desirable</b>
<b>People Management</b>	Experience in providing effective leadership which continually enhances and builds the team's capability and productivity.  Demonstrated ability to mentor and support staff towards their professional development.	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Sound understanding of budget management principles and practises.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	Comprehensive knowledge of the <i>Planning, Development &amp; Infrastructure Act and Regulations, Local Government Act 1999</i> , National Construction Code and relevant Australian Standards, and other legislation or willingness to acquire.  Extensive knowledge and experience in Development Assessment.  Demonstrated ability to apply community education strategies and methods and coach others in their use.  Proven ability to assess and analyse complex development matters and determine solutions in an effective, timely and practical way.  Proven experience of managing staff in a legislative environment.  Required level of Accreditation achieving Continuous Professional Development (CPD) points in accordance with an appropriately authorised accreditation body's CPD Program.	<b>Essential</b>
<b>Project Management</b>	Proven project and consultant management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	Proven ability to effectively utilise allocated resources which includes planning, delegating and prioritising.  Ability to prioritise and be flexible when responding to changing priorities and demands.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	The ability to build and maintain cross program relationships.  Well-developed negotiation skills, and a proven ability to negotiate excellent project outcome.	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• Deliver what matters</li> <li>• Ensure clarity of direction and unity of purpose</li> <li>• Inspire excellence and strive for outstanding results</li> </ul>
	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work together to build successful teams and partnerships</li> <li>• Be open, inclusive, and share knowledge</li> <li>• Seek, provide, and act on feedback</li> </ul>
	<p><b>Customer Commitment</b></p> <ul style="list-style-type: none"> <li>• Know your customers and put them first</li> <li>• Listen to and understand customer needs</li> <li>• Be responsive, close the loop and deliver on promises</li> </ul>
	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Own your actions, successes and mistakes</li> <li>• Act with transparency, honesty, and respect</li> <li>• Do what you say you will do</li> </ul>
	<p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Look for ways to improve and create positive change</li> <li>• Think broadly and take a wider viewpoint</li> <li>• Be responsive to new ideas and opportunities</li> </ul>

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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.

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