



CANDIDATE PACK

Coordinator Development Assessment

Lockyer Valley Regional Council



**Leading
Roles**
People ▶ Performance ▶ Partners



REGIONAL COUNCIL

CONTACT

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We respectfully acknowledge the Traditional Owners, the Ugarapul and Kitabul people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Located west of Ipswich and within an hour's drive of Brisbane City, the Lockyer Valley region covers an area of approximately 2200km² and has a population of around 40,000 residents with long term population growth being estimated at 2.4%.

The vision of Lockyer Valley Regional Council is to deliver sustainable services to enhance the liveability of the region while embracing the region's economic, cultural and natural diversity. This is an ideal time to join the 350-plus employees at Lockyer Valley Regional Council and bring your leadership, innovation and new ideas. The Lockyer Valley region is experiencing significant growth and the Council is committed to providing services to the community and industry for a sustainable future and improve the quality of life for residents and ensure social and environmental benefits to the region.



Position Overview

Council is seeking a Coordinator Development Assessment to lead and manage Council's development assessment services at a time when the region is experiencing significant growth.

Reporting to the Manager Planning, Policy and Wellbeing this role plays an important part within Council and community. The successful candidate will ensure development in the region is aligned to Council's community and development goals, and is consistent with Council's Planning Scheme, Design Standards, Policies, Local Laws and other statutory requirements.

Responsibilities & Opportunities

- Lead and deliver quality development assessment (planning and engineering) services and land use compliance outcomes.
- Apply best practice and contemporary development assessment solutions.
- Deliver the operational plan and drive collaboration with the wider organisation.
- Embed a culture of innovation and continuous improvement in the team.



Operational Performance

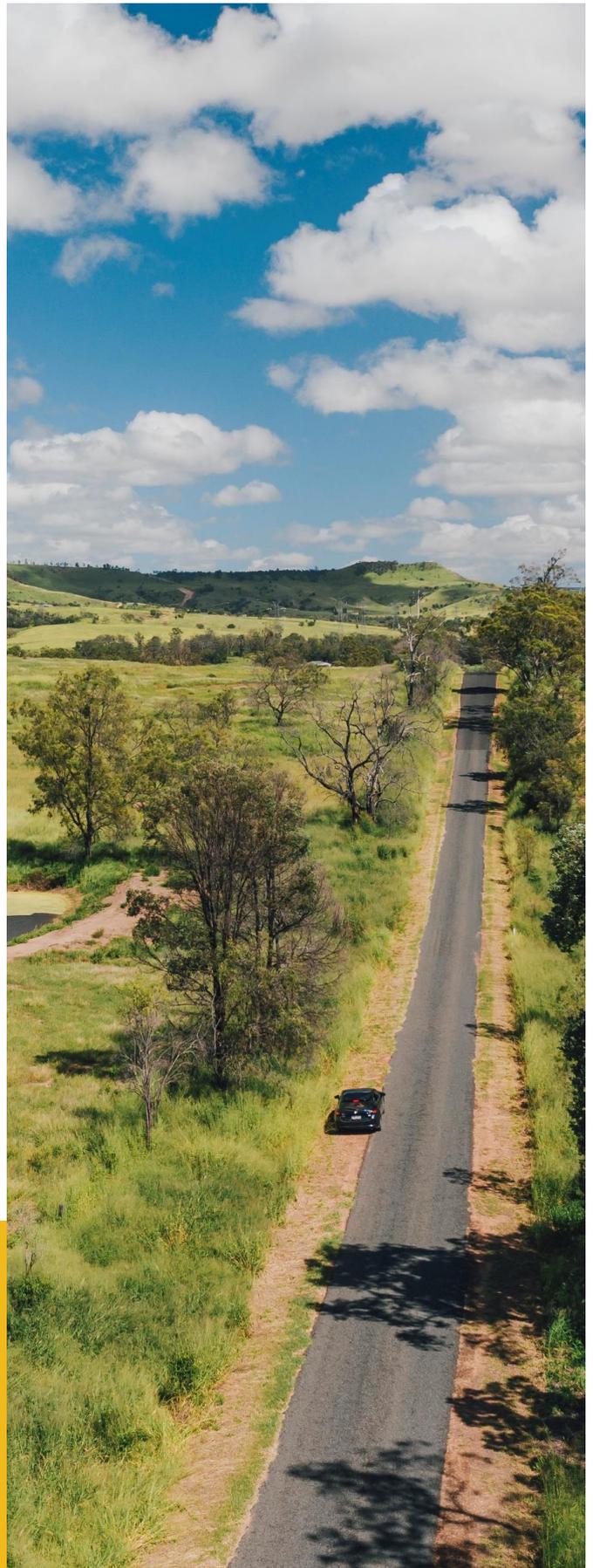
The Coordinator Development Assessment leads and manages the Council's Development Assessment Team including the Council's Development Engineering functions. There are seven staff within the Development Assessment unit.

Organisational Contribution

Given the cultural transformation that is underway at Lockyer Valley Regional Council, a people-centred leader will be key to continuing the Development Assessment unit's success and ensuring Council continues to work towards achieving its vision.

Key Stakeholders

The Coordinator Development Assessment will be required to foster effective internal and external relationships to progress the vision and goals of Council. It will be essential that the Coordinator has an understanding of community needs to deliver development goals to ensure consistency, as well as ensure sustainable services enhance the liveability of the community now and into the future.



Team Leadership

The Development Assessment unit will benefit from an individual who has experience leading, motivating and inspiring a team of professionals.

Personal Attributes

Lockyer Valley Regional Council is seeking a self-motivated, planning professional, with technical expertise, local government experience would be desirable. An individual who is organised and diligent would well suit this position. Superior communication skills and a high degree of customer service will be required to engage and negotiate with stakeholders, consultants, developers and residents.



Qualifications, Skills & Attributes

- Experience in leading, motivating and inspiring a team of DA professionals.
- Strong corporate planning skills, and the ability to translate the strategic direction and plans of the organisation into the activities, workplans and performance of a team.
- Very strong technical skills, including a comprehensive knowledge of the Acts, regulations and legislative environment that supports effective planning and development processes.
- Demonstrated commitment to customer service, high-level negotiation and influencing skills and excellent verbal and written communication skills.
- Relevant tertiary qualification in Urban and Regional Planning (or relevant discipline).



Council Employee Benefits

Depending on the requirements of the position, Lockyer Valley Regional Council offers a variety of flexible working arrangements including:

- Competitive salary package including 12% Super.
- Council is offering excellent working conditions including one day work from home.
- As a local government authority, Lockyer Valley Regional Council is committed to providing quality services to residents and visitors.
- Training and professional development opportunities.
- Nine-day fortnight for office-based employees.
- Salary packaging options (i.e., novated leases for vehicles).
- Employee Assistance Program.



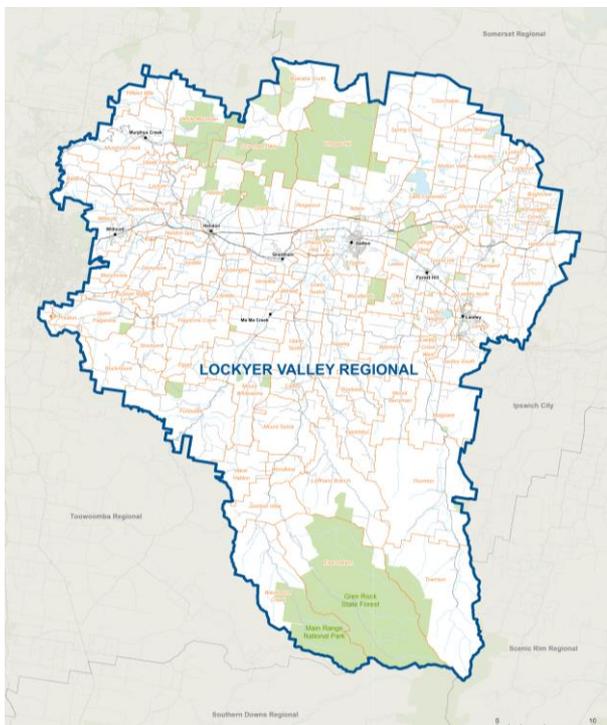
About Council

The Lockyer Valley region is situated less than a one-hour drive from inner city Brisbane and covers an area of approximately 2,272 square kilometres. Currently, the region is home to approximately 42,840 residents.

The largest industry in the region is agriculture with other key industries including construction, retail trade, education and training and health care.

Much of the area is predominantly rural with major town centres at Gatton and Laidley, and a number of smaller townships including Forest Hill, Grantham, Helidon, Murphys Creek, Plainland and Withcott.

Lockyer Valley Regional Council consists of 7 elected members, being one Mayor and six Councillors.



Links to Council Information



Organisational Structure





Living in the Region



Housing

The cost of housing in Lockyer Valley is affordable with the median house price of approx. \$508,000. Rental prices range average \$420 - \$430 per week.



Educational Facilities

There are several schooling options in the Lockyer Valley region including several state primary and high schools, with private schools offering education up to year 12. There is also tertiary education available at the University of Queensland (Gatton Campus).



Healthcare

There are excellent local medical centres and local hospitals that service the community include Gatton Hospital, Laidley Hospital, Toowoomba Hospital and St Vincent's and St Andrew's Private Hospitals both located in Toowoomba.



Living in the Region



Shopping & Dining

Lockyer Valley region is filled with vibrant rural living, fascinating history, culture, adventure and stunning natural beauty. There is a wide variety of things to do including a Cobb & Co tourist drive, sampling the local produce on the "Farmgate Food Trail", purchasing fresh local produce from the roadside or attending one of the local markets.



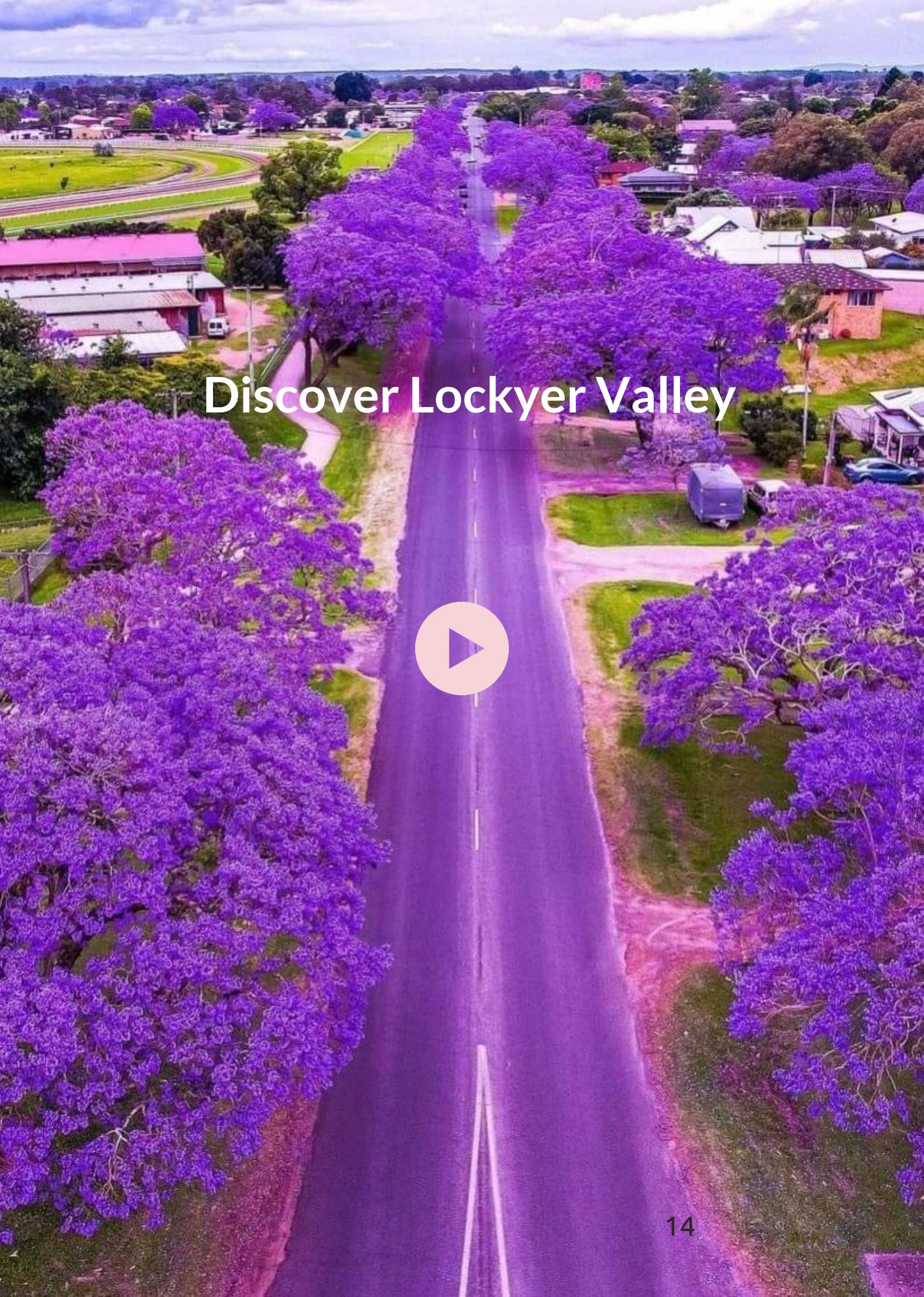
Sports & Recreation

The region is well equipped with sporting facilities including Lockyer Valley Sports and Aquatic Centre, Laidley Sports Complex, Dal Ryan War Memorial Pool, Withcott Sports Centre and the Lockyer Valley Indoor Equestrian Centre. The region is also home to more than 60 parks and reserves.



Getting Around

Lockyer Valley is approximately 1 hour's drive west of Brisbane or 30 minutes from Ipswich. Gatton, the region's largest town is located 30 minutes east of Toowoomba. Airport transfers are available from Toowoomba and Brisbane Airports.

An aerial photograph of a paved road in Lockyer Valley, Queensland, Australia. The road is flanked by rows of large, mature trees in full purple bloom, creating a vibrant canopy. In the background, a green racecourse is visible on the left, and residential houses and buildings are scattered across the landscape under a cloudy sky.

Discover Lockyer Valley



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Organisational leadership experience, and expertise in effectively leading a team of DA professionals that manages development application caseloads, including audits and reviews.
- Strong corporate planning skills, and the ability to translate the strategic direction and plans of the organisation into the activities, workplans and performance of a team.
- Very strong technical skills, including a comprehensive knowledge of the Acts, regulations and legislative environment that supports effective planning and development processes.
- Relevant tertiary qualification in Urban and Regional Planning (or relevant discipline).
- Demonstrated commitment to customer service, high-level negotiation and influencing skills and excellent verbal and written communication skills.



Applications Open

- Week Commencing
Monday 20 March 2023



Closing Date of Applications

- 5pm Monday 17 April 2023



Initial Assessment

- Week Commencing 17 April 2023



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Katharine Ottaway

Talent Consultant



Katharine is an experienced and resourceful senior recruitment consultant having worked across both the private and public sectors across Australia.

Her experience across labour hire, internal and external recruiting and job networking, has enabled Katharine to build strong relationships with stakeholders, implement new strategies and processes and deliver projects on time.

Katharine's professionalism and fairness, along with her commitment, energy and perseverance are what makes her an excellent recruiter.

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Photo credit: DC Photography



ATTACHMENT

Position Description

Photo credit: Craig Bachmann

POSITION DETAILS

POSITION NUMBER:	5.018
POSITION TITLE:	Coordinator Development Assessment
BRANCH:	Planning, Policy and Community Wellbeing
GROUP:	Community and Regional Prosperity
SALARY CLASSIFICATION:	Contract
AUTHORISED BY:	Group Manager Community and Regional Prosperity

POSITION OBJECTIVE

The purpose of this position is to:

- Provide leadership and management of Council's Development Assessment team (including Development Engineering and Development Compliance) to ensure development and land use in the region is consistent with Council's Planning Scheme, Design Standards, Policies, Local Laws and other statutory requirements.
- Lead, manage and inspire Council's Development Assessment team to deliver exceptional customer service in accordance with statutory requirements.
- Manage the Development Application caseloads assigned to staff and conduct regular audits and reviews of development assessment outcomes to ensure compliance with legislation, Council's policies and procedures and the appropriate management of client and organisational risk.

Support the Planning, Policy and Community Wellbeing branch's commitment to continuous improvement in the delivery of development assessment and development compliance activities.

Identify and provide strategic advice to support improvements to the planning scheme which will enhance development outcomes.

INDIVIDUAL CHARACTERISTICS

Duties

The incumbent will be required to lead, manage and inspire Council's Development Assessment team, contribute to the development of new policies and procedures and provide specialist services by performing the following duties:

1. Coordinate the assessment of development applications and development compliance activities by applying best practice and contemporary solutions that ensure compliance with the relevant legislation and statutory requirements, Council's Planning Scheme, policies, procedures and best practice requirements.
2. Apply your expert knowledge as a coach and mentor to ensure the development of a high performing Development Assessment team with a focus on customer service, engagement and continuous improvement.
3. Manage the delivery of a customer centric planning assessment culture and service that has a demonstrated commitment to continuous improvement and innovation.

4. Lead positive change and meaningful engagement with key stakeholders including, the Planning, Policy and Community Wellbeing branch, internal stakeholders, Councillors, surrounding Councils, State Government planning agencies, industry bodies and the development sector.
5. Communicate with influence in an effective and professional manner as a senior representative of Council in both internal and external forums.
6. Provide strategic and expert technical advice in an accurate and timely manner to internal and external stakeholders, both in writing and verbally.
7. Maintain a contemporary knowledge and understanding of planning assessment processes and ensure that Council's processes and procedures reflect an understanding of economic, legal and policy considerations.
8. Supervise and mentor staff and support their professional and personal development.

In addition to the above, the incumbent is required to perform any other duties within their skill set as directed by the Manager Planning, Policy and Community Wellbeing.

Interpersonal

The incumbent is required to possess the following strong interpersonal skills to function effectively in this position:

- Ability to effectively deal with difficult situations, resolving organisational problems with tact and diplomacy and presenting a positive Council image.
- Work effectively and produce positive outcomes in collaboration with all stakeholders.
- Exceptional customer service and negotiation skills.
- Exceptional interpersonal skills and the ability to create the environment necessary to promote and achieve effective performance.
- Exceptional organisational and time management skills and a demonstrated ability to meet conflicting deadlines.
- Strong ability to identify and resolve problems with limited assistance.
- Work autonomously as well as in a team environment to ensure multi-disciplinary outcomes for Council and the community.
- Commitment to continuing technical and professional development.
- Establish priorities and provide leadership and specialist advice to the Development Assessment team.

Direction

Only broad direction is provided by the Manager Planning, Policy and Community Wellbeing. At this level, the incumbent will receive only the basic idea of what is required to develop a concept to reality.

Skills

The incumbent is required to possess the following skills to function effectively in this position:

- Demonstrated ability to prepare and present reports and submissions of a complex nature and to formulate recommendations.
- Demonstrated ability to liaise, consult, negotiate and advise Councillors, Council staff, Government Agencies, the Development Industry and the general public on a range of planning, development and compliance matters.
- Ability to undertake the processes or researching, planning, organising and reporting within specified time frames.
- Proven ability to devise innovative solutions and make decisions based on Council policy, project objectives and technical considerations.

- Demonstrated knowledge, and ability to prepare matters in relation to legal issues as they related to planning, development, and compliance processes.

Initiative

Outcomes of the position would include initiation and formulation of extensive projects and programs.

ROLE REQUIREMENTS

Branch

The incumbent is required to have a detailed knowledge of, or the ability to rapidly acquire a thorough knowledge of the Planning Scheme, the Planning Act, and other legislation applicable to the management and development of land and the preparation of forward planning documents within the Lockyer Valley Region. The incumbent must have:

- An appreciation of the long term goals of the Council and the Lockyer Valley Region as reflected in the Corporate Plan.
- A detailed knowledge of the procedures and operations of a local authority.
- A detailed knowledge of contemporary planning practice.
- A detail knowledge of compliance processes relating to land use and development.

Statutory

In addition to a comprehensive knowledge, at this level, a detailed knowledge of statutory requirements is needed. This entails a full knowledge of the legislation, the background and intent, and almost all of the finer points of the legislation are needed.

Discipline

A high level of proficiency of theoretical approach is required. At this level, the employee requires skills in using theoretical concepts to new problems in the workplace.

RELATIONSHIPS

Upward

- This position reports to the or Manager Planning, Policy and Community Wellbeing under broad direction.

Downwards

- Exercise full managerial responsibilities for the Development Assessment team and operate as a senior specialist.

EXTENT OF AUTHORITY

Outcomes

Exercising managerial responsibilities, including; planning, coordinating, discipline and control.

Freedom to Act

The incumbent will be responsible for decision making, corporate policy, and acting with significant independent action.

Solutions

When unable to find a solution, reference is normally made by utilising an analytical approach along with elements of development and creativity within corporate policy.

Assistance

Assistance for difficulties or questions is not normally available within Council.

ORGANISATIONAL ACCOUNTABILITIES

The organisational accountabilities are the expected standards of performance across all positions at Council.

Code of Conduct

The position incumbent is required to comply with Council's Employee Code of Conduct by conducting all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Customer Service

Council is focussed on delivering excellent customer service through innovation and the delivery of efficient and effective services. The position incumbent will be committed to providing a friendly and professional services in accordance with Council's Customer Service Charter.

Delegations

Administrative, financial and legislative delegations may be applicable to this position and are documented in the appropriate delegations register. It is the responsibility of the position incumbent to ensure they are aware of and adhere to any delegations applicable to this position.

Disaster Management

The position incumbent is required to assist, support and participate in Council's response to a disaster event, including any exercises and/or event where Council's business continuity plan is activated.

Fraud and Corruption

Fraud and corruption is not tolerated at Council. It is the responsibility of the position incumbent to detect and prevent fraud and corruption from occurring. The position incumbent has an obligation to report suspected or known incidents of fraud and corruption in accordance with Council's Fraud and Corruption Control Policy.

Information Management

The position incumbent is required to ensure adequate records of actions taken and decisions made whilst undertaking this position are created and maintained in accordance with Council's Information Management policies and practices to ensure compliance with the *Public Records Act 2002*.

Work Health and Safety

The position incumbent will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Safety Management System. The position incumbent will also comply with the health and safety duties as stated in the relevant Work Health and Safety Due Diligence and Responsibility Statement and any reasonable instructions given in respect to the health and safety of themselves and other persons.

VISION, MISSION AND VALUES

Vision

We will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity.

Everything we do should contribute towards achieving our vision.

Mission

Lead, Engage and Empower

We achieve our Vision by demonstrating leadership, engaging and empowering our community and staff.

Values

The position incumbent is required to demonstrate Council's values through the demonstration of each value's associated behaviours. Council's values are:



Leadership

We lead through excellence and partner with the community to achieve Council's vision and mission.

- I am approachable;
- I lead by example;
- I treat everyone fairly;
- I continue to learn and develop; and
- I look for opportunities for continuous improvement.



Accountability

We accept ownership of our role and take responsibility for our actions. We are results focused, take pride in our successes and efforts and learn from our mistakes.

- I undertake my role to the best of my ability;
- I own my actions and decisions;
- I strive to do better and learn;
- I do what I say I am going to do; and
- I use Council resources responsibly.



Integrity

We strive to be valued and trusted by the Lockyer Valley community. We are respectful, open, transparent and honest in our dealings with the community. At all times we act in the best interests of the community.

- I take responsibility for my actions;
- I am honest in my words and actions;
- I respect myself and my team;
- I do the right thing, because it's the right thing to do; and
- I consider the legacy I am leaving for the next person and do the work accordingly.



Communication

We embrace diversity and communicate openly and honestly. We listen actively, consider and value the views of others. Our communication is clear, concise and consistent.

- I communicate honestly and respectfully;
- I listen to and respect the opinions of all;
- I use language to suit the audience;
- I create open communication pathways; and
- I provide information within agreed timeframes.



Customer Focus

We strive to engage and communicate with our internal and external customers to meet agreed outcomes. We identify and aim to meet the needs of all customers in a responsive and equitable manner.

- I listen respectfully to all customers' feedback and take appropriate action;
- I do my best to facilitate a solution;
- I am diligent and proactive when responding to customers' needs;
- I show empathy to customers; and
- I treat all customers the same.



Teamwork & Collaboration

We value creative thinking and look for opportunities to collaborate and connect to deliver a better Lockyer Valley. We work together by recognising and sharing our talents, skills, experience and knowledge.

- I actively participate and contribute to the best of my ability;
- I offer others assistance if they need a hand;
- I am always courteous and professional;
- I always respect the contributions of others; and

- I freely share my talents, skills and knowledge.

PERFORMANCE STANDARDS

Performance standards will be determined by your immediate supervisor and will be reviewed as part of Council's performance appraisal process.

KEY SELECTION CRITERIA

The criteria that must be satisfied by applicants for this appointment include the following:

1. The following qualifications, practical experience and licences:
 - Relevant tertiary qualification in Urban and Regional Planning (or relevant discipline), with extensive experience (10+ years) in coordinating a high functioning team within a local government environment;
 - Post graduate qualifications in planning or relevant discipline (including project management) will be highly regarded;
 - High level of professional knowledge and substantial relevant experience in the land development industry and experience coordinating a multidisciplinary Development Assessment team, including Development Engineering;
 - Registration with the Planning Institute of Australia as a Full Member and Registered Planner will be high regarded; and
 - A current driver's licence (Class C).
2. Demonstrated ability to meet the following Organisational Fit criteria:
 - Enthusiastic and Positive;
 - Innovative;
 - Engaged, Proactive and Solution Focused;
 - Team Player; and
 - Customer Service.
3. Leadership skills, including but not limited to:
 - Demonstrated ability to lead, inspire and motivate direct reports and the broader Development Assessment team to achieve goals, vision and objectives of Council;
 - Displaying exceptional customer service, a positive attitude and enthusiasm for your role and the planning and development team;
 - High level of personal management skills, particularly time management and negotiation and conflict resolution skills;
 - High level of interpersonal skills and emotional intelligence;
 - Highly effective oral and written communication skills;
 - A team player with demonstrated ability to identify and deliver the implementation of innovative solutions and continuous improvement initiatives; and
 - Proven ability to work under limited direction whilst identifying and delivering acceptable outcomes.
4. Proven strategic leadership and management of a Development Assessment team and the delivery of innovative solutions and continuous improvement initiatives.
5. A comprehensive knowledge of local government processes and statutory requirements, including the Planning Act and the development process.

6. Sound judgement and demonstrated ability to operate effectively within a political environment.
7. A demonstrated commitment to ongoing personal and professional development.