



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



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POSITION TITLE	Program Leader – Development Assessment	CLASSIFICATION	Level Seven (7) - Eight (8)
DIRECTORATE	Planning, Environment & Community Services	AWARD STREAM	Queensland Local Government Industry Award (Stream A) - State 2017 and Isaac Regional Council Certified Agreement
DEPARTMENT	Liveability & Sustainability	REPORTS TO	Manager Liveability and Sustainability
POSITION NO.	63,530.00	LAST REVIEW DATE	July 2024

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DIRECTORATE SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering the majority of Council's customer-facing and frontline services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of 'Building communities through trusted customer service and creating value'.

C. DEPARTMENT & POSITION SUMMARY:

The Liveability and Sustainability Department purpose is to ensure that Isaac's future is planned in an integrated and sustainable manner. The department seeks to deliver strong social, environmental and economic outcomes for the region across its integrated planning (development assessment, strategic and infrastructure planning), environment and sustainability and administration teams.

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The department reflects the Isaac Vision and PECS Noble Purpose by operating in an engaged and collaborative way with the community, the Council and its Executive, the PECS Directorate and wider organisation.

The inclusion of the Environment and Biodiversity Team with Council's Planning Team is strategically designed to recognise that strong and sustainable environmental, social, community and economic futures for Isaac need to be factored into any future planning for the region. The Department has both an internal (organisational) and external (Region-wide and beyond) brief to influence and lead thought, strategies, programs and activities that practically and progressively protect the Region's communities, environmental values and overall sustainability.

Reporting to the Manager Liveability and Sustainability, the Program Leader – Development Assessment will take the lead role in ensuring development assessment and statutory land use planning functions are completed efficiently, effectively and collaboratively across Isaac Regional Council.

The PECS Directorate seeks to drive high levels of accountability, community capacity building, community development, service, trust and value in pursuing the Isaac Vision. This role is important to the ongoing delivery of this purpose in ensuring that the land use planning inputs to the Directorate and Council as a whole are well considered with a whole-of-organisation lens and community-minded approach.

DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Act as a leader within the Liveability and Sustainability Department to support the development and delivery of Council's integrated planning functions in line with the Planning, Environment and Community Services Directorate's Noble Purpose and Isaac Vision;
2. Support, lead and manage the Development Assessment Team, including the direct supervision of the Technical Officer – Planning position.
3. Coordinate the delivery of Council's development assessment and infrastructure charging responsibilities in accordance with State and Commonwealth legislation, and Council's statutory planning and policy framework;
4. Manage external technical consultants in the delivery of Council's development assessment functions;
5. Represent Council on planning panels, court hearings, advisory bodies and other relevant forums regarding land use planning matters as required;
6. Prepare technical reports, briefs, documentation and correspondence of a complex nature on land use planning and related matters;
7. Support and guide system improvement processes in the delivery of Council's development assessment, infrastructure charging and development compliance activities;
8. Lead, train and develop Council teams on contemporary development assessment practices and policy;
9. Support the Manager Liveability and Sustainability and Principal Planner (Strategic Planning) in the delivery of amendments to the Isaac Region Planning Scheme and other relevant planning instruments;
10. Support the Manager Liveability and Sustainability to implement, maintain and improve planning systems and procedures to improve internal efficiencies to deliver enhanced customer service.

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11. Work in collaboration with the Manager Liveability and Sustainability to ensure reporting and accountability processes and procedures serve the needs of the department and council.
12. Play a key role in community liaison for Council by supporting consultation activities with communities on development assessment matters;
13. Maintain accurate records of work activities and processes, in accordance with Council policy and procedures;
14. Develop effective working relationships with other government and non-government agencies, development industry stakeholders, organisations and groups to ensure the delivery of Council land use planning services are relevant and meeting best practice standards in accordance with legislative requirements;
15. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the PECS Noble Purpose Enablers and values;
16. Provide a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities;
17. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training;
18. Contribute to the facilitation of positive community outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally.

D. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Demonstrated knowledge and skills in the practical application of State and Commonwealth legislation to deliver land use planning services in a local government context;
2. Demonstrated skills in managing diverse program workloads and achieving performance targets for allocated workloads and projects;
3. Demonstrated skills in exercising judgement and problem solving on matters of a complex nature within a planning and development services context;
4. Demonstrated skills in mentoring and coaching team members to build a positive team culture and collaborative working environment;
5. Demonstrated skills in the delivery of high-quality written communication materials such as reports, briefing materials, correspondence and publications on land use planning matters for internal and external stakeholders;
6. Demonstrated skills in the delivery of high-quality verbal communications, negotiation and conflict resolution practice on land use planning matters, building positive working relationships with internal and external stakeholders;
7. Demonstrated knowledge and skills in the use of Microsoft Office suite, records management systems and GIS software to deliver land use planning services in a public sector environment.

Experience

1. A minimum of five (5) years post graduate land use planning experience is essential, with specific experience in local government development assessment processes will be desirable.

Qualifications

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Mandatory:

1. The role requires the possession of a current C Class Open Australian Drivers Licence.

Desirable:

2. Tertiary qualifications in land use planning or other similar field, enabling eligibility for full membership to the Planning Institute of Australia.

E. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing (Avg)

Specific Actions Required:

This job may include:

- | | | |
|------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| Standing/Walking | Sitting | Driving |
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs | <input checked="" type="checkbox"/> 1 - 4 Hrs |
| <input type="checkbox"/> 4 - 6 Hrs | <input checked="" type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs |
| <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | | | |
|---------------|--------------------------|-------------------------------------|
| Attribute: | Yes | No |
| Chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Repetitive Motions:

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

This Job Will Require:

- | Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|--------------------------|-------------------------------------|
| Bending | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

F. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

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Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

G. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

H. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

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Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

I. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

J. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		



Isaac Regional Council

We're delivering in a changing world



OUR VISION

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.



OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.



OUR VALUES

COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

POSITIVE WORK ETHIC

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.