



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	CADET DEVELOPMENT OFFICER - BUILDING
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 12, 2017
CLASSIFICATION:	MOU Level 2
DEPARTMENT / DIVISION:	CITY DEVELOPMENT / DEVELOPMENT SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER BUILDING
DIRECT REPORTS:	NIL
POSITION NUMBER:	000974

POSITION OBJECTIVES:	<p>To participate at a high level in the legislative, administrative and functional processes necessary to achieve the following objectives:</p> <ul style="list-style-type: none"> • Ensure compliance with the Development Act and Regulations, Building Code of Australia, South Australian Housing Code and other legislation as relevant, in assessing development applications and monitor implementation of development. • Promote a high quality of development which is appropriate in the urban context and responsive to the interests and needs of the community. • Promote and project the Council's image as an effective and efficient organisation, with a strong emphasis on customer service. • Provide advice and input into building policy decisions as required.
VALUES AND BEHAVIOURS:	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> • By being empathetic; listening to, and understanding their customers and employees. • By empowering their staff and the community to be

	<p>involved, to speak up, make decisions and deliver key outcomes.</p> <ul style="list-style-type: none"> • Through innovation; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes. • Through achievement; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes. • By recognising diversity, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Exercise the powers, duties and functions of Council as delegated to the position. • Assess development applications to ensure compliance with all administrative requirements of the Development Act and Regulations, Building Code of Australia, South Australian Housing Code and other relevant legislation. • Act as a reference point for employees of other Departments on building matters and policy review. • Support the Manager Development Services in achieving the goals of the Development Services Division. • Liaise with customers and external organisations in relation to development assessment matters and policy review. • Prepare reports, including recommendations on development applications made to Council under the Development Act. • Carry out inspections, as necessary, in accordance with Council's Building Inspection Policy where development is proposed, development is in progress or has been completed, to ensure compliance with approved plans and conditions of approval. • Liaise with and report to other members of the Development Services Team on matter such as the issuing of notices, suggested prosecutions, change in policy, procedures or delegated authority, interpretation of legislation and assessment of applications. • Provide and promote customer service both within the organisation and externally, including telephone and counter enquiries with information relating to development matters. • Follow defined Occupational Health and Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace. • Carry out other duties, as required, in the Development Services Division. • Follow defined record management practices, policies and procedures for all records created and received.
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.

	<ul style="list-style-type: none"> • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Knowledge of, and ability to interpret, the administrative and technical provisions of the Development Act and Regulations, , National Construction Code, South Australian Housing Code, Occupational Health & Safety Act and other related codes and standards. <p>Knowledge of:</p> <ul style="list-style-type: none"> • Development assessment techniques, procedures and processes. • Local Government structure and processes. • Completion of, or currently undertaking, the Bachelor of Construction Management and Economics or an equivalent qualification. • Current Class 1 drivers licence.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Demonstrated understanding and enthusiasm for the direction of the City and the Organisation. • Demonstrated leadership skills and behaviour consistent with corporate values. • Experience in, or understanding of, the assessment of development applications under the Development Act and associated functions under that Act. • Demonstrate a work ethic compatible with the Development Services Division’s culture and values, specifically: enthusiasm, professionalism, customer service and team orientation, innovation • Demonstrated people and conflict resolution skills. • Communication skills characterised by patience, clarity and empathy at a personal, written and telephone level. • Interpersonal – to work as a member of a team of development officers and customer service staff. • Excellent writing skills appropriate for management and Council. • High level of competence with relevant computer

	<p>applications.</p> <ul style="list-style-type: none"> • An ability to manage multiple tasks within reasonable time frames.
PERFORMANCE / SKILL STANDARDS:	<p>The performance of the officer in this position will be assessed in relation to the following:</p> <ul style="list-style-type: none"> • Technical competency in building matters • Adherence to statutes, in particular the Local Government Act as it relates to personal conduct and conflict of interest. • Maintenance of accepted professional standards and code of ethics as determined by Australian Institute of Building Surveyors. • Awareness of and compliance with written policy and procedures. • Effectiveness of communication and relationship with other staff, public, builders and developers. • Contribution as a member of the Development Services Team. • Public image of the position. • Demonstrated examples of innovative ideas. • Accuracy of work and ability to meet deadlines. • Communication at all levels is courteous, clear and patient. • Demonstrated commitment to customer service philosophy values and practices. • Timely and accurate processing of applications. • Demonstrated understanding and enthusiasm for the direction of the City and the Organisation. • Demonstrated leadership skills and behaviour consistent with corporate values. • Extent to which a safe and healthy work environment has been promoted and maintained and support given for the rehabilitation of injured workers where applicable. • The extent to which documented safety requirements associated with the role have been observed and complied with.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBANT NAME:	SIGNATURE:	DATE: