

# Role Description

**Position Title** Team Leader Development Services - Planning

**Position Number**

## Purpose of Role

To lead a multi-disciplinary team of development assessment professionals in the delivery of development assessment services within the Moreton Bay Regional Council area.

## Specific Responsibilities

Provide leadership, motivation, mentorship and guidance to the development services planning team to achieve required outcomes, within required timeframes and in a professional manner.

Provide accurate and timely information and expert advice to assist in managing development assessment matters effectively, efficiently and in accordance with relevant legislation and Council procedures, policies and directives.

Drive a continuous improvement, performance and customer focussed culture within the team.

Actively manage programming of team responsibilities to achieve performance outcomes and contribute to the strategic direction and vision of the division.

Act as a Council delegate on a variety of development applications, providing professional advice to key stakeholders.

Provide clear, accurate decision making in the assessment of more complex applications and development assessment matters.

## Work Experiences and Skills – essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Expert knowledge of urban planning, development issues and legislation combined with skills in innovation, commerciality, and the ability to deliver on our commitment of continual improvement.

Strong interpersonal and communication skills with an ability to negotiate sustainable outcomes and lead and develop a team.

Management and leadership skills and ability to coach, motivate and influence at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

## Academic, Trade Qualifications and other Licences – essential

Degree qualification in urban and regional planning or other relevant field.

Current C class driver's licence.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

