

# Position Description

## Team Leader Statutory Planning

<b>Your role:</b>	Team Leader Statutory Planning (326)
<b>You will report to:</b>	Manager Development Services
<b>Your Directorate:</b>	Development Services
<b>Your Salary Level:</b>	General Officer Schedule Level 7 (\$123,652.70 - \$131,252.34)
<b>Special Conditions:</b>	<p>A current and valid C class Australian Drivers Licence is required.</p> <p>Some out-of-hours work will be required for attendance at Council Assessment Panel meetings or Council meetings or workshops.</p> <p>A satisfactory Medical Clearance for this role is required.</p>

### Position Overview

This role is responsible for leading and coaching the Statutory Planning team, ensuring the effective delivery of planning assessment services in accordance with legislative requirements and Council policies.

The Team Leader will provide strategic oversight, professional guidance, and operational leadership to support the planning assessment process, well-balanced development outcomes and high-quality customer service.

The Team Leader provides backup to the Manager Development Services.

### About the Team

You will lead a team of planning professionals (7) who assess development applications in accordance with statutory obligations, provide planning advice, and undertake compliance activities to ensure development is undertaken in accordance with approvals. The team collaborates with internal departments, developers, and the community to facilitate appropriate development and make decisions within statutory timeframes.

The planning team are part of the Development Services Department and the Community and Development Directorate. You will be part of a team that's fosters strong community and internal Council connections and strives to deliver good development outcomes.

Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.



## Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

## Our values

<b>Grounded in Trust</b>	Build strong foundations through respect, safety, integrity and transparency.
<b>Cultivating Connections</b>	Engage with each other and our community to create a thriving, collaborative environment.
<b>Nurturing Excellence</b>	Deliver with pride to achieve the best outcomes and celebrate our success.
<b>Sowing Seeds for Tomorrow</b>	Foster growth and innovation for a sustainable future.

## Your Stakeholders

<b>Internal</b>	Manager Development Services, and other employees across the organisation
<b>External</b>	Community individuals and groups, regulatory bodies and Government departments, the Local Government Association, consultants, accredited professionals, builders, architects, designers and developers.

## Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

## Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.

## Position Responsibilities

- Lead, coach, and develop the Statutory Planning team to achieve high performance and professional growth.
- Manage performance through regular feedback, development planning, and formal processes.
- Role model Council's values and foster a culture of collaboration, accountability, and continuous improvement.
- Oversee the assessment of planning applications, preparation of CAP reports, the provision of planning advice and compliance with planning legislation and statutory timeframes.
- Provide expert planning advice to Council, developers, applicants and the community.
- Report on Key Performance Indicators and undertake regular reviews of templates, policies, procedures and planning conditions.
- Undertake the Council lead for key development proposals.
- Coordinate responses for complex planning matters and represent Council in planning appeals.
- Coordinate clearance of land division requirements post development approval.
- Provide backup to the Manager Development Services.
- Ensure compliance with policies, procedures, and delegations.
- Contribute to strategic planning initiatives and corporate projects.
- Oversee WHS and risk management practices for the team.

## Position Criteria

<b>People Leadership</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to lead, coach, and develop a team.</li><li>• Experience managing performance, including feedback, development planning, and formal performance processes.</li><li>• Proven ability to foster a high-performance culture and lead teams through change.</li><li>• Demonstrated ability to identify and address work health and safety requirements.</li></ul>	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Extensive experience in statutory planning and applying development legislation within a Local Government context.</li><li>• Comprehensive knowledge of the Planning, Development and Infrastructure Act and associated Regulations and, Community Titles Act.</li></ul>	<b>Essential</b>

	<ul style="list-style-type: none"> <li>• Sound knowledge of Local Nuisance and Litter Control Act, Native Vegetation Act, Environment Protection Act and the Local Government Act.</li> <li>• Proven ability to write planning reports and policy documents related to development.</li> <li>• Experience in managing Court Appeals and being an expert witness in the Environment, Resource and Development Court.</li> </ul>	
<b>Collaboration and Communication</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication, and presentation skills.</li> <li>• Strong interpersonal skills with the ability to build and maintain positive relationships with stakeholders.</li> <li>• Demonstrated ability to influence, negotiate, and resolve conflicts professionally.</li> </ul>	<b>Essential</b>
<b>Qualifications &amp; Membership</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Urban and Regional Planning or a related field.</li> <li>• Certification as Accredited Professional - Planning Level 1 (or willingness to obtain)</li> <li>• Membership of the Planning Institute of Australia</li> </ul>	<b>Essential</b>  <b>Desirable</b>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to outstanding customer service and continuous improvement.</li> </ul>	<b>Essential</b>
<b>Government Experience</b>	<ul style="list-style-type: none"> <li>• Experience in working within a political environment and managing competing stakeholder needs.</li> </ul>	<b>Essential</b>
<b>Corporate Experience</b>	<ul style="list-style-type: none"> <li>• Experience in managing corporate records and making day-to-day financial decisions within delegations.</li> <li>• Demonstrated ability to work effectively with a range of digital tools and technologies and contribute to technology-enabled service improvements.</li> <li>• Demonstrated organisational ability to manage work independently and meet deadlines with a high level of detail and accuracy.</li> </ul>	<b>Essential</b>
<b>Finance Delegations</b>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	

# Job Requirements Guide

## Frequency guide

1. Constant (ongoing, occurs daily)
2. Frequent (occurs 1-2 times daily)
3. Occasional (occurs 2-4 times per week)
4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y		X			
Walking	Y		X			
Sitting	Y		X			
Bending /twisting the back	Y			X		
Bending /twisting the neck	Y			X		
Kneeling/squatting/ crouching	Y			X		
Climbing e.g. stairs/steps/ladders	Y			X		
Reaching forward /sideways >30 cm	Y			X		
Working with hands above shoulder height	Y				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y				X	
Pushing/pulling/dragging	Y				X	
Gripping/grabbing	Y				X	
Fine hand coordination	Y	X				
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	Y			X		
Work at heights	N					
Work in confined spaces	N					
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				
Exposure to noise	N					
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	Y				X	
Exposure to fumes/dust	N					
Managing security/private information	Y	X				

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y		X			
Dealing with difficult/complex negotiation of a personal nature	Y		X			
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y			X		
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				