

POSITION TITLE: Manager Planning & Development **POSITION NO:** 2259

EMPLOYMENT TYPE: Contract

CLASSIFICATION: Contract

DEPARTMENT: Finance & Liveability

BRANCH: Planning & Development

REPORTS TO: General Manager Finance & Liveability

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

Provide strong, decisive leadership and direction to the Planning and Development branch and to promote and deliver high quality, responsive outcomes in relation to land use planning and development, building, plumbing & drainage compliance, environmental health, local laws, and regulatory services.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Lead and manage all aspects of the operational performance of the branch, including the day-to-day management and lead the strategic direction of the various functions, in conjunction with the relevant Coordinators and team members of the Planning and Development branch.
2. Direct and lead the establishment and application of initiatives, frameworks, and resources to enable and promote the development planning and regulatory services of the region in accordance with legislative requirements, corporate targets, community standards and industry trends.
3. Lead and develop a high-performing team, ensuring strong customer service focus and fostering a positive, collaborative culture within the planning, regulatory and business support teams.
4. Provide high level advice and expertise to internal and external stakeholders and customers including the Chief Executive Officer, Council and Leadership and Management teams.
5. Contribute to the formulation and review of Council's policy, including the Operational Plan and Corporate Plan, and develop, document and review Policies and Procedures for the Development and Planning team.
6. Ensure compliance by internal and external parties with corporate Policies, Procedures and Standards, including for the activities of records management, human resources management, workplace health and safety, information technology, and finance.
7. Ensure compliance with statutory obligations including the *Local Government Act 2009*, associated Regulations and other relevant legislation associated with the role's oversight.
8. Prepare and present high quality written and verbal communications in a variety of forums, including Council meetings, internal and external meetings, community meetings and events.
9. Model the highest standards of personal and professional conduct and
10. Liaise closely with professional networks and senior industry representatives to ensure Council is aware of contemporary trends in service delivery, quality, and technology.
11. Prepare and monitor the budget for the Planning and Development branch, including providing timely reports on variations to the General Manager, Chief Executive Officer, and Council.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualifications in a relevant discipline (e.g., Urban and Regional Planning, Business Management or other relevant discipline).
- Minimum requirement of a current C Class driver's licence.
- Registered Planner accreditation with PIA is desirable.
- Eligibility for membership with a relevant professional body.
- Relevant postgraduate qualifications are desirable.

4. KEY SELECTION CRITERIA

1. Demonstrated high level leadership and strategic management experience in a multi-disciplinary medium-sized organisation in the areas of strategic land use planning and development assessment, local laws and regulatory services, and environmental services.
2. Substantial knowledge of the legislation underlying the strategic direction and activities of land use planning, local laws and regulatory services, and environmental services.
3. High level effective written and verbal communication skills, consultation, and negotiation skills, with the demonstrated ability to represent Council at senior levels and to establish and sustain mutually productive partnerships with both internal and external stakeholders.
4. Demonstrated experience and ability to foster and lead a large team within a dynamic environment in working proactively, achieving operational targets, enhancing strategic performance, and implementing continuous improvement initiatives.
5. Demonstrated understanding of and commitment to equal employment opportunity and workplace health and safety principles, practices, and legislation.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Identify, analyse, evaluate, and document all risks relevant to respective functional area and implement treatment strategies, controls and mitigation plans.
- Incorporate risk management into the operational planning process.
- Monitor Council's risk exposure related to major projects and contracts.
- Maintain an awareness of relevant issues and developments that may have an impact in the achievement of Council's objectives.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
Acting General Manager Finance and Liveability: Kerri Anderson	Signature: 