



SOUTH BURNETT REGIONAL COUNCIL

MANAGER PLANNING & DEVELOPMENT

APPLICATION PACKAGE 2024



SOUTH BURNETT
REGIONAL COUNCIL


ABN 89 972 463 351

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www.southburnett.qld.gov.au

 southburnettregion



The South Burnett is located an easy 2½ hours drive from Brisbane and the Sunshine Coast. The region is an untapped natural wonderland, home to the ancient Bunya Mountains, two of Queensland's biggest inland waterways (Lake Boondooma and Bjelke-Petersen Dam) and Australia's longest sealed rail trail. The area is also an influential wine growing region, boasting award winning wines.

MANAGER PLANNING & DEVELOPMENT (KINGARROY)

(Maximum Term Full Time - 4 years)

Council is seeking a professional and experienced people manager responsible for overseeing and guiding a team of competent staff within varying disciplines. Primarily providing support and guidance to oversee our team in Planning & Development.

With experienced and qualified staff in planning and development, building, plumbing and drainage, environmental health, local laws and applicants with exceptional communication and people management skills and experience in any of the related disciplines are encouraged to apply for this exciting role. Managing and assisting the team on a day to day basis with complex, multi-stakeholder matters will form part of your daily tasks, additionally providing advice and support to the executive team and councillors, external partners and community engagements will ensure there is never a dull day.

Bringing your strong generalist background with a focus on our region and its people, this role will offer you career development, work/life balance and a competitive salary package.

To apply for this exciting opportunity, please visit the South Burnett Regional Council website for a more comprehensive information pack, or for a confidential discussion call the Manager People & Culture on (07) 4189 9100.

APPLICATIONS CLOSE 4:00PM FRIDAY, 01 NOVEMBER 2024

How to Apply?

1. Review this Information Pack, considering whether the opportunity is right for you including reviewing the Position Description.
2. Provide a cover letter including addressing Key Selection Criteria (KSC) (point 4, from the Position Description)

* For information and advice on addressing KSC, see our website:

<https://www.southburnett.qld.gov.au/downloads/file/3486/p-c-factsheet-recruitment-and-selection-application-tips>

3. Apply directly through Seek.com, answering the key selection criteria in your cover letter, Resume and two references.
4. *Applications that do not address KSC or include the required documents, will not be considered for shortlisting.*

POSITION

DESCRIPTION



POSITION DESCRIPTION

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.

POSITION

DESCRIPTION

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

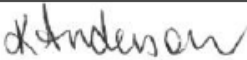
The employee will provide excellent customer service to internal and external customers.

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: 



REMUNERATION DETAILS



Salary Package

	Per Annum
Base Salary	\$150,000
Motor Vehicle Allowance	\$13,500

Total Cash Salary **\$163,500**

Professional Development/Membership \$3,500

Employment is offered on a four (4) year contract, subject to satisfactory completion of three (3) months probation

Superannuation

In Local government you have an option to contribute up to 6% of pre-tax earnings to your superannuation (in addition to the employer guarantee of 12%).

Professional Development/Membership

Council provides an allowance of \$3,000 per annum towards attendance at relevant conferences, seminars, workshops for Professional Development. \$500 per annum is used towards the costs of subscriptions/memberships to relevant professional associations. Unused allocation does not carry over or accumulate each Financial Year.

Annual Leave

Entitled to twenty (20) days annual leave (plus leave loading) for each completed year of service.

Discretionary Days

Ten (10) days additional paid leave each Financial Year. Unused allocation does not carry over or accumulate each Financial Year and does not accumulate leave loading.

What's great about the South Burnett?

The South Burnett is located on the edge of the Great Dividing Range and an easy 2½ hours drive from Brisbane and the Sunshine Coast. The region is an untapped natural wonderland, home to the ancient Bunya Mountains, two of Queensland's biggest inland waterways (Lake Boondooma and Bjelke-Petersen Dam) and Australia's longest sealed rail trail. The area is also an influential wine growing region, boasting award winning wines. Our vibrant, welcoming communities offer a choice of education, medical, sporting, shopping and recreational facilities.

Visit our website for more details about Council & to review annual publications

VISIT SOUTH BURNETT

