CORPORATION OF THE CITY OF WHYALLA
POSITION DESCRIPTION

1. POSITION DETAILS	
Position:	Director – City Growth
Underpinning Award:	South Australian Municipal Salaried Officers Award
Stream:	Schedule 3 – Senior Officers
Department:	Planning and Development Group
Reports to:	Chief Executive Officer
Direct Reports:	- Planning Manager - Manager Environmental Health & Regulatory Services - Tourism & Economic Development Manager - Projects Control Officer - Property & Leasing Officer - Executive Assistant City Growth & Development
Key Interactions / Relationships:	- Chief Executive Officer - Group Team Members - Executive Management Team Members - Elected Members - Regional Development Organisations - Development Assessment Commission - Planning SA / Environmental Protection Authority - Developers / Land Agents
PD Development Date:	Oct17V3

2. POSITION CONTEXT	
Organisational Overview	The City of Whyalla is one of the largest regional City's within South Australia and offers a relaxed lifestyle where the Outback meets the Sea. Located on the Eastern Eyre Peninsula within 400 Kms of the Capital, Adelaide, Whyalla is renowned for its superb weather. Whyalla City Council manages and maintains diverse services and operations including Childcare services, Library, Airport, Resource Recovery Centre, Cemetery, Crematorium, City infrastructure and recreational facilities and the visitor information centre.
Accountability Statement	The Director – City Development & Delivery is accountable for the effective leadership, development and management of services that enhance the liveability and amenity of the City. The role leads and develops a multidisciplinary team in the integrated delivery of timely and efficient services to internal and external customers in the following key functions:- • Strategic and Statutory Land Use Planning / Building • Environmental Health • Economic Development • Regulatory Services

Key Role Responsibilities	*The role is responsible for providing strategic leadership of the Municipal planning and development, environmental health, economic development and regulatory services functions in the achievement of:-* • Efficient, consistent and timely delivery of development approvals complemented by a service charter available to the community which is directed at improving the quality of customer service. • Urban design and environmentally sustainable development outcomes that positively contribute to the perception and liveability of the place. • Dedicated resources allocated to support strategic and economic planning, policy and development. • A clear understanding between the Elected Council and the staff on the nature and priority of strategic planning and economic development issues, plans and directions that should be brought before and determined by Council and reviewed as appropriate (at least annually). • A suite of current plans and strategies that address prevailing issues. • An open dialogue between Council and staff on work programs and the delivery of services and initiatives that would assist each party in the delivery of planning responsibilities to the community. • Effective use of staff resources aligned to achieving strategic outcomes. • Clear documented processes and procedures (including explicit timelines or tolerances to complete each stage) monitored, refined and implemented to maintain a high standard of service delivery. • Staff management and a deed of delegated authority that is commensurate with the competence and confidence of staff and which assures control of quality outputs and the protection against reasonable risk. • An attractive, safe and stimulating work place in which professional development is held as an important consideration. • Effective budget management and commercial decision making in order to optimise ratepayer value. ➢ ***Strategic Project Initiatives*** *Ensure effective project management and commercial discipline is adopted to develop, plan and manage strategic project initiatives including:* • Various matters associated with the development and implementation of the Whyalla Foreshore / Marina Master Plan including residential opportunities proximate to the foreshore. • Various amendments to the development plan. • Investor housing. • Maintain a Section 30 report from the Department of Planning, Transport and Infrastructure (DPTI) template, taking into account the previously prepared structure plan.

- Remote Area and Minor Residential Development Plan.
- The development potential of the Airport environs.

➢ ***Development / Assessments***

- Drive initiatives to educate and strengthen applicant awareness of their responsibility in assembling and submitting necessary information required to form a competent development approvals application:
- Ensure Council's web-based information is enhanced - tools and checklists are developed to support and assist applicants and enhance the quality of applications that are lodged.
- Ensure that the 'gatekeeper' role continues to provide relevant practices and protocols within Council to manage the development applications that enter the development approvals process.
- Order work to complement the characteristics of the application by developing strategies and protocols that ensure all applications are handled in a timely manner and are issued within a consistent timeline.
- Drive organisational-wide culture change predicated on a 'can do' attitude and approach and corporate process reforms that ensure Elected Members and the executive of Council are aware of and support initiatives to deliver competent applications to the processing officer(s).
- Encourage training and skills development of staff to support cross skilling and minimise key person risk, ensuring continuity of service delivery and decision making.

➢ ***Building***

- In association with planning, lead the building section to adopt a proactive approach with the aim of progressively enhancing the quality of documentation entering the Building Assessment process.
- Set a structured program and timeline to design and implement a revised process and procedures for the building section and establish clear targets for the timely and consistent delivery of assessments and the conduct of inspections. Review the performance of the reforms after six months and further refine as appropriate.

➢ ***Economic Development***

In conjunction with the Chief Executive Officer, foster and pursue initiatives to grow and diversify the economic base of the city from an agreed economic development program agenda including:

- Seeking to secure renewable energy and resource processing projects for Whyalla.
- Securing aquaculture investment and development for the area.
- Investigate and pursue decentralisation of Government functions that could be delivered more effectively in cost and service delivery.

	• Building a co-operative, educational and research presence in the city whilst also retaining a viable undergraduate presence. ➢ ***Environmental Health & Regulatory Services*** • Lead the environmental health and regulatory services function to adopt a proactive approach to analyse and evaluate the service provided and the resources needed to align with the City of Whyalla Strategic Plan.
Group Management Accountabilities	*In fulfilling key accountabilities, the Director – City Growth & Development as a member of the Executive Management Team will:* • Maintain appropriate organisational structures and display strong leadership competencies to ensure highly motivated and high performing staff; • Ensure any decisions or actions are in accordance with good governance, transparency and legal compliance; • Apply business management skills in managing the human, financial and physical resources of the Group in the achievement of the strategic goals of the City of Whyalla; • Provide initiative and innovative thinking within the context characterised by professionalism and decisiveness in dealing with strategic issues raised within the Group; • Achieve the annual Strategic Performance Objectives set for this position; • Actively contribute to the development and achievement of the strategic objectives of Council as a member of the Executive Management Team; • Ensure productive relationships with stakeholders (internal and external) are maintained; • Strive towards achieving excellence and a continuous improvement philosophy in service management; • Maintain currency within professional field including ensuring that any applicable Legislative, Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance; • Ensure customer-focused, accountable and responsive service delivery to customers of the City of Whyalla; and • Ensuring all necessary activities undertaken for Council comply with with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management System.

Workplace Health and Safety	*Members of the Executive Management Team are tasked with establishing, maintaining and evaluating the performance of the organisation's WHS, Risk and Injury Management Systems by:* • Ensuring that appropriate policies are in place and understood by those affected; • Initiating appropriate actions to prevent the occurrence of non-compliance in processes and / or systems and validating completion of same; • Identifying, assessing and controlling risks to the health and safety of workers, volunteers, contractors and visitors from the operational activities of Groups / Divisions for which responsible; • Ensuring regular consultation occurs on WHS requirements with workers by structuring clear WHS objectives into regular performance discussions and reviews; • Participating in the rehabilitation process, including provision of practical support and assistance to injured employees; • Undertaking WHS Training where required and ensuring members of own Group also attend any relevant WHS Training.
Human Resources	*The Director – City Growth & Development has a Corporate responsibility to ensure*: • Adherence to good Human Resource Management principles including but not limited to Council Employees Code of Conduct, Equal Employment Opportunity, Fair Treatment Processes, Staff Performance, Recruitment and Induction Processes; • Compliance of self and team members with the current City of Whyalla Policies and Procedures as varied from time to time; • Ongoing development opportunities exist for staff to develop knowledge and competency in accordance with Learning and Development Strategies; • A positive, co-operative and productive work environment exists that aligns to the organisation's preferred culture.
Vision **Mission** **Values**	**Together, we will meet our objectives by committing to our Vision, Mission and Values.** ***Vision*** *Whyalla will be a vibrant, attractive city offering our community a diverse range of sustainable economic, social, environmental and cultural opportunities.* ***Mission*** *We will provide access to quality infrastructure, services and facilities capitalising on and protecting our attractive coastal and outback landscapes We will be home to an energetic, harmonious, integrated community actively involved in shaping Whyalla for current and future generations.*

	Values • *Safety* • *Integrity* • *Transparency* • *Accountability* • *Respect* • *Commitment to Community* • *Good governance* • *Innovation* • *Fairness and Equity*
Required Values and Behaviors	*The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations. Behavioural expectations that support our values include:* • Being empathetic, listening to, and understanding our customers and employees; • Empowering our staff and the community to be involved, to speak up, make decisions and deliver key outcomes; • Through innovation, seizing opportunities, thinking and acting progressively, identifying and mitigating business risks and making positive changes; • Through achievement, setting goals for ourselves and for team members, always striving to meet these goals and celebrating our successes; and • By recognising diversity, adapting our style and service delivery to always meet the diverse needs of their employees, customers and the community in which we work. • It is the personal responsibility of Council employees to ensure that they are familiar with, and comply with at all times, policies, procedures and the standards in the Code of Conduct for Council Employees, in order to preserve the integrity and professionalism of Whyalla Council.
Special Conditions	• Out of normal business hours work will be required from time to time. • As an authorised officer of the City of Whyalla, fulfill any necessary statutory requirements in accordance with relevant SA State Legislation: - Local Government Act - Development Act and Regulations - Environmental Protection Act - Supported Residential Facilities Act - Food Act and Standards - Public and Environmental Health Act - Dog and Cat Management Act - Road Traffic Act

Essential skills & experience:	• Possession of appropriate qualifications in the field of Land Use Planning and Development, Economic Development, Property Development or a related discipline • Demonstrated leadership experience and capability in leading a multidisciplinary team, with a proven track record in achievement of Staff and Program management • Experience in managing statutory planning instruments and processes • Demonstrated ability to be collaborative and build strategic relationships internally and externally of organisation • Demonstrated conceptual, analytical and critical thinking skills in originating new techniques, concepts and practices in resolving complex policy issues and decision making. • Ability to utilise relationship management skills and strategic partnerships to further the success of the City of Whyalla.
Desirable:	• Eligibility for membership to PIA (Planning Institute of Australia) and / or as a CPP (Certified Practising Planner)

Acknowledgement

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description.

Employee: _____ **Signature:** _____ **Date:** _____

CEO: Chris Cowley **Signature:** _____ **Date:** _____