

Role Description

Unit Manager Strategic Planning



Title	Unit Manager Strategic Planning
Location	Wyong / Gosford Admin Building
Classification/Grade/Band	Band 4 Level 1 TRP
Reports to:	Director Environment and Planning

Vision and Purpose

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary purpose of the role

Reporting directly to the Director Environment and Planning, the role of Unit Manager Strategic Planning is to lead and manage the Unit to ensure multi-faceted strategic land use policies, strategies, and projects are implemented in order to enhance sustainable development and optimise commercial outcomes in accordance with the Central Coast Regional Plan 2036, Central Coast Community Strategic Plan and legislative requirements.

In addition, the Unit Manager Strategic Planning will provide day to day leadership to a team of professionals responsible for the delivery of continued growth on the Central Coast. This will be achieved through



development, implementation, review and assessment of land use planning strategies, policies, control plans and environmental plans to meet the current and future needs of the organisation and the community.

Key accountabilities

- Develop, implement and drive the Unit's business plan ensuring effective linkage with the overall strategic plan and four-year delivery plan;
- Provide professional advice and guidance to the Executive and Council on matters relevant to the Unit;
- Collaborate with relevant internal and external stakeholders to lead the development of policy related to strategic land use, natural resource management, asset and infrastructure planning and incentives for town centre revitalisation;
- Provide overall leadership to ensure the Councils' land-use planning, reflects the strategic direction of the Council and community;
- Identification of the current and future development potential of key sites throughout the Central Coast to ensure continued growth and to attract investment and create local employment;
- Regularly develop, promote, monitor and review initiatives, programs and business processes that achieve continuous improvement, are aligned to the organisational objectives and add value to the community;
- Proactively lead and manage relevant contracts and consultants for the business unit ensure transparency, probity and value add;
- Act with integrity by monitoring and modelling the highest standards of ethical behaviour and reinforcing them in others, to promote the desired culture within the organisation;
- Embrace diversity by recognising the value of individual differences to support broader organisational strategies and build a culture of respect and understanding;
- Work collaboratively by building cooperation to overcome barriers to information sharing and communication across the organisation;
- Demonstrate accountability by exercising due diligence to ensure work health and safety risks are addressed;
- Inspire direction and purpose by working with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes;



- Optimise business outcomes by developing workforce plans that effectively distribute organisational resources to achieve business goals.

Interpersonal Skills and Personal Attributes

- Display strong political and commercial acumen to ensure a more sustainable and successful future;
- Communicate effectively by adjusting style and approach to translate technical and complex information for a range of audiences and optimise outcomes;
- Demonstrate commitment to customer service by promoting and managing both internal and external relationships that result in optimised outcomes for the community;
- Show sensitivity and understanding in resolving acute and complex conflicts;
- Display strong influencing and negotiation skills by guiding others to an outcome using a fair and considered approach together with sound arguments;
- Display resilience and courage by providing open and honest advice in the face of strong contrary views;
- Display resilience and courage by developing effective strategies and showing decisiveness in dealing with emotionally charged, difficult and controversial issues.

Leadership / Management

- Demonstrate awareness by actively seeking, reflecting and acting on feedback relating to own performance, and translate negative feedback into an opportunity to improve;
- Deliver results by driving organisational priorities and ensuring the effective acquisition and use of resources;
- Ensure successful delivery by seeking and applying the expertise of key individuals to achieve organisational outcomes;
- Display effective planning and prioritisation by ensuring business plan goals are clear and appropriate and demonstrate consideration of the implications of a wide range of complex issues and the ability to shift business priorities when necessary;
- Apply sound problem solving by taking account of the wider business context when considering options to resolve issues;



- Demonstrate proficiency through the commitment to and use of existing technologies and actively promote the deployment of appropriate new technologies in the workplace;
- Display strong people management by addressing and resolving team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way;
- Inspire direction and purpose by creating opportunities for recognise and celebrate high performance at the individual and team level;
- Manage change effectively by clarifying the purpose and benefits of continuous improvement for staff and by providing coaching and leadership in times of uncertainty;
- Manage reform by translating change initiatives into practical strategies for staff and explaining their role in implementing them.

Technical

- Demonstrated extensive knowledge and understanding of environmental planning legislation and urban planning principals;
- Demonstrate a strong understanding and knowledge of the probity and ethical issues as they apply in a politically sensitive environment;
- Apply problem solving skills and undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues;
- Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks;
- Demonstrate strong project management through monitoring the completion of projects and implementing effective and rigorous project evaluation methodologies to inform future planning.

Finance and Governance

- Deliver results by controlling the outputs of the business unit to ensure organisational outcomes are achieved within budget;
- Demonstrate accountability by modelling the highest standards of financial probity, demonstrating respect for public monies and other resources;
- Involve specialist finance advice in review and evaluation of systems and processes used to identify opportunities for improvement;



- Take responsibility for procurement and contract management activities and decisions by applying the guidelines and procedures and identifying risks;

Qualifications

Essential

- Degree in Town Planning, Regional and/or Urban Planning or in a related field;

Desirable

- Post graduate qualifications in business

Experience

- Previous experience in a similar role working in a large organisation;
- Proven success as a leader with the ability to grow and develop teams focused on quality outcomes and a customer focus;
- Extensive experience in strategic land use environmental planning delivering diverse and complex planning strategies and policies and environmental outcomes;
- Demonstrated experience in developing, implementing and managing work programs to comply with strategic and operational business plans;
- Demonstrated capacity to introduce a holistic approach to driving and implementing change management and initiatives;
- Demonstrated experience in negotiating and consulting with key stakeholders to achieve successful resolutions;

Key relationships

Internal	External
Chief Executive Officer	Community
Executive Leadership Team	State and Federal Government Agencies
Leadership Team	Industry representatives and associations
Unit Managers	Unions
Council employees	Vendors



