

Role Description

Section Manager City Planning and Design



Title	Section Manager City Planning and Design
Classification/Grade/Band	Band 3 Level 4
Reports to:	Unit Manager Strategic Planning

Vision and Purpose

Vision

A vibrant and sustainable Central Coast.

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 Unit Manager Strategic Planning, the role of Section Manager City Planning and Design is responsible for leading the planning and design of masterplans, public domain, concept plans and the delivery of city planning and design initiatives and planning tools for centres and key action areas to improve the performance of Council's built and natural environment.

In addition, the Section Manager City Planning and Design will provide day to day leadership to a team of professionals responsible for the delivery of major initiatives for the Council. This will be achieved through internal and external engagement to develop, implement, monitor and report upon Council's environmental planning management strategies.



Key accountabilities

- Develop policies, strategies and planning documents on strategic planning and urban design policies and practices, including leading City Planning and Urban Design for centres and implement urban renewal and urban revitalisation initiatives into the urban fabric through policy, codes and pilot projects;
- Develop, monitor, review and update all strategic planning and urban design policies and practices;
- Deliver master plans and concept plans and conduct structure planning projects for key strategic planning projects to help achieve projected population growth in centres and corridors and city and neighbourhood revitalisation;
- Promote and raise awareness, at all levels of Council, of the impact of emerging strategic planning and urban design issues, whether legislative or best practice, on corporate, ethical and social responsibility;
- Plan, educate and coordinate the implementation of special projects that respond strategic planning and urban design projects that support the Central Coast;
- Identify future strategies that improve, protect and value the built environment whilst also identifying opportunities and creative solutions for future urban growth;
- Facilitate the preparation of connectivity plans for centres and manage the delivery of movement, parking, open space and community facility networks within the centres and corridors and ensure infrastructure capacity is aligned with centre and corridor plans;
- Optimise business outcomes through initiating and developing long-term goals and plans to guide the work of the team in line with organisational objectives;
- Embrace diversity by supporting initiatives that create an environment in which differences are valued;
- Demonstrate commitment to customer service by taking responsibility for delivering high quality services that result in a positive community impact;
- Promote collaboration by identifying opportunities to work with other teams/units to solve issues and develop better processes and approaches to work;
- Work collaboratively by building cooperation to overcome barriers to information sharing and communication across the organisation;
- Demonstrate accountability by identifying and implementing safe work practices, taking a systematic risk management approach to ensure the health and safety of self and others;



- Research, develop, prepare and assist in the preparation of planning studies, strategies, guidelines, policies and urban design initiatives to support the aim of improving the public environment and identify strategies for DCP and LEP initiatives to facilitate centre and corridor outcomes;
- Providing strategic advice to Council with respect to precinct plans, master plans and other guiding documents including a high standard of specialist built environment advice;
- Increase the awareness of quality urban design within Council, the development industry and the community.

Interpersonal Skills and Personal Attributes

- Establish, manage and grow client relationships that result in progressive and sustainable environmental growth;
- Demonstrate commitment to customer service by finding opportunities to collaborate with internal and external stakeholders to achieve an improved customer experience;
- Display strong influencing and mediation skills by negotiating from an informed and credible position;
- Communicate effectively by adjusting style and approach to translate technical information for a range of audiences, thereby optimising outcomes;
- Display resilience and courage by providing open and honest feedback.

Leadership / Management

- Act with integrity by demonstrating professionalism and setting an example for others to follow;
- Demonstrate awareness by actively seeking, reflecting and acting on feedback relating to own performance, and translate negative feedback into an opportunity to improve;
- Communicate effectively and create opportunities for others to be heard and contribute to discussion and debate;
- Deliver results by understanding organisational priorities, communicating team roles and responsibilities and ensuring the effective acquisition and use of resources to respond;
- Apply sound problem solving by participating in and contributing to team/unit initiatives to resolve common issues and identify/share business process improvements;
- Demonstrate accountability by assessing work outcomes and identifying and sharing learnings with the team to inform future actions;
- 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 translating broad goals into operational needs and explaining linkages for the team;
- Manage change effectively by engaging staff in the process and by providing guidance, coaching and direction during periods of uncertainty.

Technical

- Apply a sound understanding of NSW Planning Legislation and Local Environmental Plan (LEP) making process, NSW Heritage Legislation and Local Government Act;
- Sound knowledge and understanding of industry standards, principles and trends;
- Apply a range of reporting writing styles to tailor communications to the audience and explain complex concepts and arguments;
- Demonstrate a sound understanding of technology relevant to the work unit and identify and select the most appropriate solution;
- Demonstrate sound project management by monitoring the completion of project milestones against goals and initiate amendments where necessary;
- Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks.

Finance and Governance

- Deliver results by ensuring the financial implications of changed priorities are explicit and budgeted for;
- Demonstrate accountability by understanding and applying high standards of financial probity, demonstrating respect for public monies and other resources;
- Involve specialist finance advice where required;
- Be aware of procurement and contract management risks and what actions are expected to mitigate these.



Qualifications

Essential

- Degree qualification in town planning or urban design OR demonstrated solid contemporary experience in providing leadership and direction for major urban growth initiatives that result in development and diversification, combined with ongoing professional development.

Desirable

- Formal qualifications in Project Management.

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;
- Demonstrated experience in developing and managing strategic plans and urban design projects;
- Developing and implementing city planning and urban design projects, guide and direct the development and delivery of sustainable urban environment;
- High quality communication skills to develop, review and present sensitive and complex information and advice in a range of forums to diverse stakeholders, and to educate and consult with stakeholders;
- Demonstrated experience and understanding of the regional growth planning, urban design and revitalisation and renewal projects;
- Demonstrated understanding of contemporary local and global planning issues, current environmental legislation and best practice techniques for identifying and managing risks in the planning process;
- Demonstrated experience preparing strategies that improve, protect and value the built environment whilst also identifying opportunities and creative solutions for future urban growth and liveability.

Desirable

- Demonstrated capability to plan, guide, direct and implement strategies across a local government area;
- Thorough knowledge and understanding of public sector policies, practices and relevant statutory requirements for the specialised field.



Key relationships

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

