

Position Description

Position title:	Regulatory Section Manager
Directorate:	Governance
Service Unit:	Regulatory Planning and Assessment
Reports to:	Manager, Regulatory, Planning and Assessment
Direct reports:	3 Direct Reports 21 Indirect Reports
Salary point:	SP19
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle West
Date revised:	January 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle (CN), which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Regulatory, Planning and Assessment (RPA)?

The RPA Service Unit is responsible for leading strategic land use planning, development assessment, regulatory and compliance functions and processes to facilitate, enable and regulate development and related activities across the Newcastle Local Government Area.

The RPA Service Unit ensures compliance with legislative requirements, provides advice and undertakes assessment to inform evidence-based decision making throughout and across City of Newcastle (CN). The Service Unit has significant direct community and stakeholder engagement through its land use planning, development assessment and regulatory functions.

What's the focus of this position?

The Regulatory Section Manager oversees the Planning Investigation, Fire Safety and Environmental Health and Protection teams and is a member of Regulatory, Planning and Assessment's Leadership Team.

The purpose of the role is to provide strong strategic leadership, building and maintaining a high performing culture across the team and seeking continuous improvements in the regulatory assessment process.

The role is responsible for providing guidance and advice across the organisation in the provision of delivering regulatory compliance with evidence-based assessment and investigation functions, to ensure that CN meets its legislative obligations in relation to development compliance, fire safety, environmental health and protection- and planning investigations with high quality customer service.

What you'll be doing:

- Lead, influence and engage the Regulatory Service Unit in ongoing improvement activities and professional development, establishing a performance-based culture.
- Drive proactive customer service and service excellence to external and internal relations and stakeholders. Ensure the delivery of quality services that supports a whole of organisation approach.
- Provide expert advice and lead integrated and coordinated responses to issues of a regulatory nature within the Service Unit and organisation.
- Oversee the teams' compliance with delegated authorities through effective performance management, feedback and guidance on day to day operational matters and ensure all legislative and governance requirements are met.
- Preparation of briefs of evidence and other Court documents in respect to regulatory action as well as attend Court and give evidence as required.
- Oversee the preparation of reports, memos, letters and notices produced by the Regulatory Service Unit to ensure they are clear, accurate and concise.
- Instigate and maintain positive working relationships with internal and external stakeholders to meet CN's strategic goals and provide high level advice and guidance on meeting regulatory and environmental requirements.
- Manage Regulatory Service Unit's allocated budget aligned to strategic and operational priorities.
- Manage the delivering of accurate clear and concise performance reporting to provide to CN and ensure appropriate policies and procedures are current.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Bachelor's Degree in a Regulatory, Environmental Science, Legal, Compliance or Environmental Health discipline or a related qualification, and/or demonstrated capability through past employment experience.
- Demonstrated detailed knowledge and expertise in the interpretation of relevant legislation and government regulations, including but not limited to the Local Government Act 1993, Protection of the Environment Operations Act 1997 and Environmental Planning & Assessment Act 1979.
- Proven strategic leadership skills with the ability to motivate and inspire staff to deliver outcomes and provide quality service within identified timelines, budgetary and legislative provisions or guidelines.
- Demonstrated ability to formulate, implement and evaluate regulatory and environmental functions to achieve organisational objectives.
- Demonstrated oral and written communication skills, including confidence in interacting with and building relationships to all stakeholders both internal and external.
- Experience in the management of complex investigations, conflict resolution, problem solving and negotiation, including experience conducting community consultations in a complex, highly regulated environment.

- Excellent organisational, time management and project management skills with ability to work under pressure, coordinate teams and manage competing priorities.
- Current Class C drivers' licence.

Other valuable skills you may have:

- Postgraduate qualifications in a government related and/or leadership management discipline.
- Experience and competence in the collection and preparation of evidence, the coordination and management of legal proceedings.
- Knowledge and/or experience in leading and working within government services especially in the local government environment.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	