**Position Description**

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| **Position title:** | **City Significant Development Section Manager**  |
| **Directorate:** | Planning & Environment |
| **Service Unit:** | Planning and Development |
| **Reports to:** | City Significant & Strategic Planning Manager |
| **Direct reports:** | Approx. 7 Direct reports  |
| **Salary Point:** | SP18 |
| **Decision making:** | Level 5 Management Hierarchy  |
| **Work location:** | City Administration Centre, 12 Stewart Avenue, Newcastle West |
| **Date revised:** | March 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Planning Transport and Regulation service unit is part of the Planning & Environment Directorate and this role reports to the City Significant & Strategic Planning Manager.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their 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 as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What’s it like working in Planning and Development (P&D)?**

This position is within the Planning and Development (P&D) Service Unit who are responsible for leading strategic land use planning, development assessment, regulation and compliance functions and processes, to facilitate, enable and regulate development and related activities across the Newcastle Local Government Area.

City of Newcastle has a rich heritage, being one of Australia’s earliest, and now largest cities, which has transitioned from its industrial beginnings into a dynamic modern economy. Working within P&D is an opportunity to contribute significantly to the development and planning of the city across a wide range of projects including precinct planning, transport planning, and major residential, industrial and commercial proposals not often available in other areas. P&D commonly determines development projects valued over $1Billion per year across a wide range of development types. As part of the P&D Service Unit, you will form an integral part of a professional, dedicated, and passionate team that supports professional development and opportunities.

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

**What is the focus of this position?**

The City Significant Development Section Manager leads the City Significant Development Team and is critical in providing strong strategic leadership and advice, to ensure the delivery of design excellence, and the effective assessment of state, regional and city significant development applications.

This role will ensure that the team achieves targets and commitments to deliver high quality-built outcomes and efficient determinations for large, complex, and regionally significant development proposals. A key target is to ensure the effective management of the team and delivery of a high standard of customer service in accordance with CN's CX Strategy and TRUST Principles.

**What you will be doing:**

* Lead and support a team to undertake and review the assessment of city significant development applications, ensuring consistent quality and timely outcomes / decisions are achieved in line with defined delegations, budgets, applicable legislation and CN policy.
* Lead and participate on CN’s Development Assessment Panel (DAP); coordinate the application triage process, Urban Design Review Panel and Public Art Reference Group.
* Manage and develop the City Significant Development Team to ensure the effective case management and assessment of major development proposals and modifications, State Significant developments, Regional Planning Panel and Land and Environmental Court matters.
* Demonstrate effective leadership through the application of CN’s vision, mission, values, goals, and principles whilst encouraging and creating a constructive and productive workplace.
* Managing the performance of the City Development Significant Team and individuals within the Team, ensuring that opportunities are presented to enhance learning, professional capability and professional development to establish a performance-based culture.
* Monitoring, reviewing and analysing external trends, developments and legislation relative to the Service and adopting appropriate improvement opportunities.
* Managing and developing stakeholder relationships through consultative processes that contribute to effective strategic, corporate and business plans.
* Utilising information management and communication systems to facilitate the effective delivery of the customer service strategy to drive proactive customer service and service excellence supporting a whole of organisation approach.
* Managing the team to deliver effective determination of statutory matters within defined delegations and within recognised industry best practice timeframes.
* Lead and manage projects to ensure achievement of outcomes whilst controlling expenditure and activities against budgets.
* Manage the City Significant Development Team allocated budget, aligning it to CN's strategic and operational priorities.
* Preparing and reviewing comprehensive detailed reports and submissions to CN and Council to deliver accurate and high quality outputs.
* Research, develop and implement technical policies in areas relating to land use planning assessment to ensure high quality sustainable urban design outcomes.
* Negotiate, procure and manage contracts to support CN’s objectives.
* Any other accountabilities or duties as directed by the Manager which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Tertiary qualifications in town planning, or a related qualification and demonstrated capability through past employment, having extensive strategic and statutory planning experience.
* Strongly demonstrated detailed knowledge and expertise in the interpretation of relevant legislation and government regulations, including but not limited to the *Local Government Act 1993* and *Environmental Planning & Assessment Act 1979*.
* Ability to lead, influence and engage employees in ongoing improvement activities, professional development and develop a performance-based culture.
* Demonstrated financial management skills to prepare, analyse and manage budgets.
* Comprehensive understanding of relevant practices, policies, legal and legislative requirements in this field and an understanding of contemporary issues affecting the statutory land use planning and development industries.
* Demonstrated ability to think strategically, critically, logically and innovatively.
* Demonstrated high level oral and written communication skills to a broad range of audiences including experience presenting to Regional Planning Panels, Councils, Urban Design Panels, the Land and Environment Court, or other similar panels.
* Demonstrated ability to identify and use high level conflict resolution, problem solving and negotiation techniques involving community consultation, negotiating with developers, landowners and other customers.
* Demonstrated project management skills with the ability to management multiple projects meet strict deadlines and deliver identified outcomes.
* Current C Class drivers’ licence.

**Other valuable skills you may have:**

* Relevant post graduate qualifications in related field, government and/or leadership management discipline.
* Demonstrated track record in the research, development and implementation of practical and innovative solutions to complex development and environmental issues.
* Understanding of contemporary issues affecting the development in Newcastle and understanding of Local Government political environment.
* Demonstrated knowledge and experience in managing major and contentious land use planning and development problems and concerns.

**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.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |