

Manager Land Use and Development Planning

Role purpose

Manage a team that contributes to the City of Hobart's growth, vibrancy and enhanced liveability through effective city planning strategies, policy and projects that have a positive impact on 'City shaping for both growth and renewal'.

Role overview

EA and Classification	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 6
Position Description Number	9872
Number of direct reports	4
Responsible for total staff	4
Delegations and Authority	Purchasing Card
Budget level	Ad hoc, depending on project complexity and requirements
Division, Unit, Team	City Futures Division, Land Use and Development Planning Unit
Immediate Manager	Director City Futures (4792)



Role accountabilities Key result areas

Strategic

- Manage a team to develop contemporary strategic approaches to urban space planning across the City of Hobart drawing on national and international trends that can be adapted for our City.
- Contributing to the realisation of Hobart: a Community Vision for Our Island Capital and the Capital City Strategic Plan 2023.
- Oversee the development of concept level design, strategies, master plans and structure plans at a neighborhood and city level and oversee the City's contribution to the development of contemporary metropolitan and regional based planning strategies and plans.
- Manage planning scheme reviews and amendments, whilst ensuring the protection and enhancement of the City's heritage and natural environment through the development and promotion of policies and statutory provisions.
- In collaboration with the Director, advocate for and respond to broader State and Federal level land use and development policy and projects of relevance to the City of Hobart.
- Prepare detailed reports and presentations for Elected Members, senior and executive management and other stakeholders, including the provision of strategic and operational advice.

Corporate

- Undertake consultative and professional communication with the general public, prospective clients and developers ensuring clear, concise advice is delivered in line with all regulatory and compliance standards.
- Build strong relationships with representatives of local authorities, relevant State agencies, community groups and industry associations.

Unit

- Work as part of the broader City Futures Division to leverage knowledge and create interdependencies as one team working towards a shared goal.

- Manage and coordinate external consultants and contractors in accordance with Council's policies and procedures.
- Manage contract, budgetary, project timeline planning and risk management associated with the projects for which the role is responsible.
- Manage and be accountable for the coordination and performance and development of the human, financial and other resources in the Unit.
- Other tasks and duties that are within the scope of the employee's knowledge, skill, competence and training.

Leadership

- Role model behaviours, values and professionalism for others to be motivated to follow, that support a culture of trust across the broader Council, the community and key stakeholders.

Professional advice

- Provide expert land use and development planning advice, to ensure that change across the City (whether initiated by the City of Hobart, developers, or community actors) is consistent with Council and community expectations.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.



Qualifications and licences

Essential

- Degree or higher qualification in City/Urban Planning, Urban Design, Architecture or a closely related discipline.
- Current Registration to Work with Vulnerable People.
- Current Driver Licence.

Selection criteria

Knowledge and experience

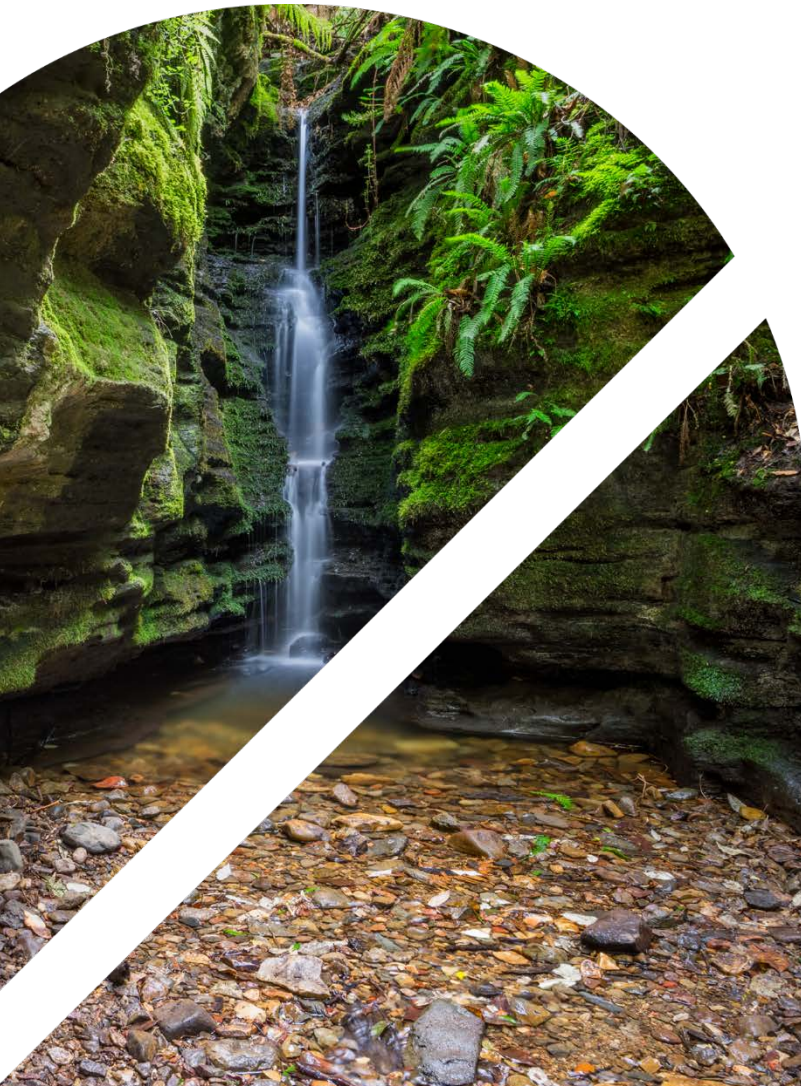
1. Demonstrated significant expertise in strategic and urban planning, including policy development, structure planning, and developing urban design/built form controls.
2. Significant relevant experience in the fields of urban design and strong understanding of contemporary place making practice.
3. Significant and proven community engagement practice capability and understanding.

Skills and competencies

4. Proven high level experience in managing complex projects using project management methodology including associated budget control skill-sets.
5. Proven ability to lead and manage teams, and to work collaboratively, forming positive relations with all team members and across the broader organisation.
6. High level written communication skills, in particular the capacity to present complex technical information and propositions suitable for a broad audience.
7. Proven ability to influence and negotiate to achieve the best outcomes.

Behavioural competencies

8. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.



Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

Judgement

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

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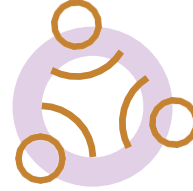
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



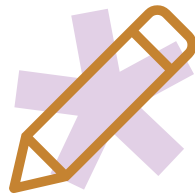
Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



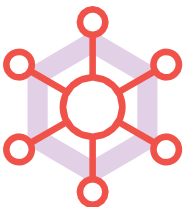
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.



City of HOBART