



<b>Position Description</b>	
<b>Manager Environment, Development and Strategic Planning</b>	
<b>Name of appointed officer:</b>	<b>Vacant</b>
<b>Date of appointment:</b>	
<b>Date of last review of position description:</b>	<b>April 2017</b>

<b>1.</b>	<b>Salary and conditions</b>	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 4 Level 2
	Position limit within salary system: (20 Grade structure)	Grade 18 – Entry to Step 4
	Status of position:	Permanent performance based contract
	Hours of work per week:	35

<b>2.</b>	<b>Organisational relationships</b>	
	Directorate :	Environment, Planning and Community
	Section:	Environment, Development and Regulated Services
	Work base:	Grafton/Maclean
	Position responsible to:	Director Environment, Planning and Community
	<p>The Manager Environment, Development and Strategic Planning will provide high level advice to Council, the General Manager and the Director Environment, Planning and Community.</p> <p>Direction and leadership will be provided in relation to Council's strategic planning, economic planning (including tourism), building and planning services, development engineering (private), public health services and environmental regulatory services</p> <p>Leading a multi-disciplinary team, guidance will be provided to the organisation in achieving long and short term objectives, ensuring business and legislative requirements are met.</p>	

<b>3.</b>	<b>Physical demands of the position</b>
	Frequent use of computer keyboard
	Frequent driving
	Prolonged periods of sitting

<b>4.</b>	<b>Purpose of the position</b>
4.1	To ensure compliance with all legislation, regulations and guidelines associated with the position.
4.2	To formulate, develop and implement strategic planning and policies that ensure the effective and efficient delivery of environmental, development, economic and regulated services.
4.3	To manage and control the day to day operations of the strategic planning, environment, development, regulated services, coastal planning and economic functions, ensuring adequate quality control and productivity.
4.4	To promote the image of Council as an efficient organisation.
4.5	To provide timely, accurate and succinct information on issues.

<b>5.</b>	<b>Major responsibilities</b>
5.1	Implement Delivery Program priorities and meet KPI's as outlined in the Delivery Program.
5.2	Manage the allocation and processing of all aspects of the strategic planning (LEP's, DCP's, land use strategies, economic and coastal plans), development process, including development applications, construction certificates, building inspections and relevant approvals.
5.3	Manage and direct enforcement of relevant environmental controls.
5.4	Provide a coordinating link between the Environment, Development and Strategic Planning Section and the Director (Environment, Planning and Community).
5.5	Manage relevant engineering processes as they relate to Development Applications, Development Control Plans, Section 94 Plans, Local Environment Plans and the like.
5.6	Manage the Section within the budgetary framework established by Council and consistent with adopted Council objectives.
5.7	Provide professional reports and advice to Council and management.
5.8	Ensure effective leadership and management of Section staff.
5.9	Represent Council in external forums.
5.10	Manage all risks associated with the Section, ensuring implementation of appropriate risk management procedures.
5.11	Ensure that all areas of responsibility conform to Work Health and Safety requirements.
5.12	Initiate legal action and represent Council in Court as required.
5.13	Provide assistance and advice as required to the General Manager.

<b>5.</b>	<b>Major responsibilities</b>
5.14	Liaise with Government Agencies, Council Sections and teams on operational and management issues.
5.15	Assist, advise and inform the public.
5.16	Liaise with the media as required.
5.17	Support emergency response in times of natural disaster.

<b>6.</b>	<b>Attributes and qualities</b>
6.1	<b>Leadership</b> Ability to demonstrate and provide leadership in the long term interests of the organisation and to make and implement difficult and possibly unpopular decisions.
6.2	<b>Understanding and acceptance of a change culture</b> Ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long term sustainability of Council's operations.
6.3	<b>Relationships</b> Ability to build effective and productive relationships within internal and external stakeholders.
6.4	<b>Commitment, attitude and application to duties</b> Ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
6.5	<b>Loyalty</b> Ability to participate and contribute as a member of the Management Team to the strategic direction of the organisation in a manner which is supportive and loyal. Including being respectful of differences of opinion, whilst maintaining the ability to accept a final determination.
6.6	<b>Cooperation and cohesion</b> Ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided and professional standing is observed.
6.7	<b>Positive and proactive</b> Ability to maintain a positive and proactive disposition in times of contradiction and challenge to ones professional and ethical position.
6.8	<b>Practical and common sense approach</b> Ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
6.9	<b>Ethics, integrity and values</b> Ethics, integrity and values that reflect personal conduct beyond reproach.

<b>7.</b>	<b>Essential criteria</b>
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
<b>7.1</b>	<b><i>Education and knowledge</i></b>
7.1.1	Tertiary qualifications in Town Planning, Civil Engineering or other related discipline; <b>or</b> equivalent relevant industry experience
<b>7.2</b>	<b><i>Licences/tickets, clearances, membership</i></b>
7.2.1	Current Driver's Licence
<b>7.3</b>	<b><i>Experience</i></b>
7.3.1	Demonstrated broad management experience at senior management level within the development and/or civil engineering fields, incorporating sound strategic planning, budget, project and staff management skills
7.3.2	Demonstrated experience in community engagement and community consultation
<b>7.4</b>	<b><i>Position related skills</i></b>
7.4.1	Demonstrated ability to interpret and apply relevant legislation
7.4.2	Demonstrated interpersonal and communication skills, including well developed negotiation/mediation skills
7.4.3	Demonstrated high level report writing skills
<b>7.5</b>	<b><i>Personal qualities</i></b>
7.5.1	Demonstrated ability to make sound and timely decisions, and to identify goals and maintain focus on achievement
7.5.2	Demonstrated appreciation and understanding of the attributes and qualities described in Section 6 and how they relate to a senior management role in local government

<b>8.</b>	<b>Desirable criteria</b>
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
<b>8.1</b>	<b><i>Education and knowledge</i></b>
8.1.1	Post graduate qualifications in a relevant discipline
<b>8.2</b>	<b><i>Licences/tickets, clearances, membership</i></b>
8.2.1	Eligible for membership of a professional body, e.g. Planning institute of Australia, IPWEA, Engineers Australia
<b>8.3</b>	<b><i>Experience</i></b>
8.3.1	Demonstrated knowledge of strategic management principles, and proven capacity to apply strategic and lateral thinking in problem analysis and resolution for the long term sustainability of the organisation

Declaration	
<p>In signing this declaration I acknowledge that I, _____, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p>	
Signed:	Date:
<i>Employee</i>	
Signed:	Date:
<i>Manager Human Resources</i>	