

Position Description

Manager Environment, Development and Strategic Planning

Directorate	Environment, Planning and Community
Location	Grafton
Classification/Grade/Band	Grade 18 Band 4 level 2
Salary package range	\$139,000 - \$162,000

Council overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way. We value our employees and provide a safe and collaborative work environment in which a highly motivated employee will succeed.

Council values

The acronym STRIVE describes the values and behaviours considered core requirements when we deal with each other and the community: Safe, Teamwork, Respect, Integrity, Value, Engagement.

Primary purpose of the position

The Manager Environment, Development and Strategic Planning leads and manages a multi-disciplinary team focused on providing effective and efficient delivery of environmental, development and regulated services. The role provides high level advice to Council and the Executive in a way that manages associated risk and ensures compliance with legislation, regulation and practice guidelines.

Key accountabilities

- Lead and drive the Section ensuring all aspects of land use planning, building and development consent and control and environmental and regulatory functions are achieved, and that services delivered are timely, cost effective and in line with Council's policy, regulatory and legal framework.
- Lead and develop innovative solutions and processes to deliver an efficient and transparent development control service that manages risk appropriately, with a focus on the opportunities that ePlanning presents.
- Coach and mentor the team to identify improvement opportunities, drive delivery of change initiatives, and create and promote a culture of innovation and continuous improvement.
- Provide strategic leadership and advice on Council's management of new and emerging issues such as Native Titles, Crown Lands and coastal management, and related issues.
- Lead the preparation of strategic planning policies and plans, such as local environmental plans, development control plans and policies that provide the framework for advice to the executive and ensure informed decision making by council.
- Facilitate opportunities for participation in planned Section activities to ensure customers, ratepayers and community are informed of changed service models, planning and land use proposals.
- Participate in collaborative cross organisational effort to ensure delivery of strategic initiatives identified through the Integrated Planning and Reporting framework.

Key challenges

- Keeping abreast of industry reform and legislative change and applying appropriate local solutions in the best interest of community.
- Embracing a continual change position and readily seeking out and implementing new initiatives and opportunities provided by ePlanning platforms. .
- Balancing commercial, political, environmental and social issues to achieve best outcomes for the Council and the community.
- Working in an environment of entrenched or conflicting attitudes and priorities of community, industry and government agencies.

Key internal relationships

Who	Why
Director Environment, Planning and Community and Executive Team	<ul style="list-style-type: none">• To seek support for innovative Section activities, obtain strategic direction and guidance on sensitive matters, and provide advice to ensure adequate risk management is applied to protect the organisation.
Managers and staff	<ul style="list-style-type: none">• To engage and seek specialist feedback on activities coordinated by the Section
Councillors	<ul style="list-style-type: none">• Provide advice to inform decisions that contribute to achieving council objectives.

Key external relationships

Who	Why
Government Agencies	<ul style="list-style-type: none">• Establish and maintain collaborative relationships.• Engage this group to understand needs and provide specialist advice, information and recommendations on policy, process and legislation.
Members of the public, developers, ratepayers, residents and community groups	<ul style="list-style-type: none">• Provide timely response to activities of the Environment, Development and Strategic Planning section.

Key dimensions

Decision making

The position is accountable for all decisions relating to the day to day operations of the section, provision of advice to staff in relation to areas of responsibility, the resourcing of projects within existing budget constraints and providing timely advice to the director and executive team.

Reports to

Director Environment, Planning and Community

Direct reports

5 direct reports including:

Building and Environmental Services Coordinator

Development Services Coordinator

Strategic Planning Coordinator

Regulatory Services Coordinator

Senior Planning Support Officer

Estimated number of indirect reports

38 indirect reports






Essential requirements

Tertiary qualifications in planning or a related discipline and demonstrated ability to lead, work constructively with and create positive influence in dealing with senior management, managers, supervisors and all employees in creating a customer focused organisation that benefits from efficient and effective service delivery.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Highly Advanced
	Display Resilience and Adaptability	Highly Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Highly Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Highly Advanced	<ul style="list-style-type: none"> Is comfortable with constant change, and able to adjust accordingly Provides sound rationale for agreed positions while remaining open to valid suggestions for change Creates a climate which encourages openness and debate around critical issues Raises critical issues and makes tough decisions Persists in the face of significant, complex and novel challenges Manages own emotions and acts as a stabilising influence in emotionally charged situations
Relationships Communicate and Engage	Highly Advanced	<ul style="list-style-type: none"> Puts forward compelling arguments Explains complex concepts appropriately for diverse audiences Anticipates and addresses key areas of interest for diverse audiences and adapts style under pressure Invites, actively listens and responds respectfully to questions, comments and suggestions
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Is able to draw on wide-ranging interests and experiences when facing new challenges Thinks broadly about the root of problems before focusing in on the problem definition and solutions Is able to discuss issues from different angles and project impacts into the future Considers the broader context when critically analysing information and weighing recommendations Involves diverse perspectives in testing thinking and solutions

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Resources Finance	Advanced	<ul style="list-style-type: none"> Ensures the design/delivery of services is within budget Explains the organisation's financial drivers to others in plain language Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services Models the highest standards of financial probity, demonstrating respect for public monies and other resources Promotes the role of sound financial management and its impact on long term financial sustainability Seeks and applies specialist financial advice to inform decisions
Workforce Leadership Optimise Workforce Contribution	Advanced	<ul style="list-style-type: none"> Ensures resource management plans effectively distribute people resources in line with priorities Develops workforce management plans that link to current and future organisational priorities and objectives Uses talent management processes to guide learning and development investment and to allocate critical roles Recruits capable people with varied backgrounds, styles and strengths
Workforce Leadership Lead and Manage Change	Highly Advanced	<ul style="list-style-type: none"> Communicates a compelling case for change and articulates vision, objectives and benefits for different audiences Analyses the change context to develop the right change approach for the organisation, community and region Ensures regular communication throughout the change effort to build awareness, understanding, support and commitment Ensures organisational structures, systems, processes and leadership are aligned to support and embed changes Anticipates, plans for and addresses cultural barriers to change