



POSITION DESCRIPTION

Position Title	Senior Manager Development Assessment	
Directorate	Planning	
Service Unit	Development Assessment	
Responsible to	Director Planning	
Position Supervises	Approx (Direct and Indirect): 55	
Position No.	TBA	
Remuneration	Acting rate commensurate with level of skills and experience	Band/Level: 3
Status and Hours	<ul style="list-style-type: none">• Temporary Full time - Parental Leave Cover; Award based position <p>Reasonable hours as necessary and notionally based on a 35- hour week.</p>	
Pre-employment checks	Employment checks relevant to the position, which may include fitness for work, police check, Working with Children check and qualifications check	
Date reviewed: May 2023		Reviewed by: Director Planning

POSITION PROFILE

Indicative areas of responsibility are likely to include:

- Development Assessment

POSITION PURPOSE

Working as part of the Senior Managers within the Planning Directorate and reporting to the Director Planning, the role of the Senior Manager will provide strong leadership of the Service Unit, including the development and management of plans, budgets, operations and systems. The role is responsible for ensuring that all staff within the Service Unit work collaboratively towards meeting all of Council's commitments in the Council's Strategic Plans.

The Senior Manager manages, motivates and provides direction to the Service Unit, including all management levels and staff. The Senior Manager is expected to provide a consistent high quality approach to service and project delivery and will coordinate divisional planning and implementation of divisional directions and systems.

The position is a member of the Senior Leadership Team which includes all Senior Managers, Directors, and the General Manager. The Senior Leadership Team has a collegiate responsibility to facilitate Council-wide outcomes that lead to better services for the community.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant tertiary qualifications and experience in a senior management role – or demonstration of the necessary skills in such a role, specifically in financial, people and project management
2. Extensive experience in undertaking innovative service delivery in one of the service areas or a similarly highly regulated environment
3. High level experience in strategic and business planning, and resource management including demonstrated ability to understand and monitor the true cost of services
4. Experience in working with managers, staff and stakeholders to resolve high priority, and often sensitive and complex matters
5. Proven track record in managing and ensuring probity is achieved in all aspects of employment and service delivery.
6. Extensive leadership, team facilitation and coordination skills including the ability to mentor staff and build a cohesive, responsive team that delivers excellent community focused services and projects in a challenging and high pressure environment
7. Excellent communication, interpersonal and problem solving skills including:
 - Verbal and written communication

- Facilitation, negotiation and conflict resolution
 - Ability to represent Council at high level meetings/forums and with community groups
 - Creative, analytical and advanced decision-making skills
8. Demonstrated ability to initiate, manage and implement significant operational, organisational and cultural change in a highly consultative environment.
 9. Broad policy skills with knowledge and thorough understanding of government structures and inter-governmental relationships and the ability to achieve outcomes using a wide range of strategies
 10. Sound knowledge and skills in modern management practices including:
 - Financial management
 - Staff management, coaching and development
 - Performance management and development
 - Change management
 11. Demonstrated commitment to continuous improvement and quality customer service which results in positive change/s in the workplace and service delivery
 12. Commitment to ensuring equal employment opportunities, work health and safety, ethical practice and acting with probity at all times

Desirable Criteria:

1. Knowledge of local government
2. Understanding of or experience with the Australian Business Excellence framework or equivalent

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Strategic Planning

- As part of Council's Leadership Team, contribute to planning and setting corporate direction including vision, values and goals
- Ensure divisional directions are clearly communicated, implemented, monitored, reported and evaluated by all staff within the Service Unit, and play a leadership role in both planning and implementing these directions
- Facilitate strategic and business planning across the Service Unit including development and implementation of the Community Strategic Plan, Operational Plan, management plans and individual work plans, consistent with Community and Engagement division and Council directions
- Review, develop, update and execute operational policies, procedures, goals and business plans for the Service Unit
- Ensure that Development Assessment (DA) turnaround times are managed and any system improvements or allocation of resources are examined and addressed to achieve a reduction in turnaround times
- Lead, collaborate and implement customer service outcomes in accordance with best practice customer service and Council's customer service charter
- Keep up to date with current developments in Development Assessment.

Financial Management

- Develop, manage and review the annual Service Unit budget, monitor the unit's financial performance and make necessary adjustments to ensure compliance with the division's and unit's financial targets
- Budget planning, co-ordination and facilitation of budget management across the Unit to ensure:
 - cost effectiveness,
 - achievement of budget targets,
 - delivery of savings and innovations, and
 - accurate and timely reporting of budget performance

Leadership, Service and Project Management

- Provide leadership in integrating services across the Inner West Council to maintain and improve service levels and efficiency
- Provide leadership, facilitate and monitor efficient achievement of Unit outcomes and projects, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements (scope, standards, regulations, legislation and customer satisfaction)
- Provide ongoing evaluation and monitoring of unit performance and culture to ensure timely, accurate and efficient service is provided to both internal and external customers
- Facilitate the development and implementation of systems and procedures consistent with:
 - Council policies and principles,
 - effective and efficient service and project delivery,
 - quality assurance, continuous improvement,
 - the Business Excellence framework, and
 - service, project delivery and monitoring
- Ensure strong technical (e.g. project, financial and contract management) skills are adopted and practiced at all times by the group
- Establish and maintain clear and timely communication systems for the provision of information, policy and procedures to staff within the service
- Ensure that the Director is informed of any significant issue which may affect staff welfare, the community and/ or the delivery of services
- Provide support, assistance, timely and systematic advice and reporting to the Director, Council and the Leadership Team/Executive Management Team on all aspects of operation and policy direction of the unit including:
 - Financial, People and Culture (P&C) and service performance indicators,
 - financial performance,
 - future directions, and
 - issues arising, including community feedback

Staff Management

- Lead, motivate, support and manage staff across the Service Unit and on an ongoing basis ensuring:
 - effective communication at all levels
 - a values-based culture of achievement, accountability and engagement
 - equity
 - development opportunities and ongoing professional development of all staff
 - appropriate support to staff and maintaining employee confidentiality

- Manage staff performance and recruitment processes, including feedback, performance reviews and rewards in accordance with the organisational management procedure, Council policy and best practice principles, including Business Excellence

KEY RELATIONSHIPS:

Internal: Mayor and Councillors
Executive and Leadership Team
Council management
Council employees

External: National and state government departments/agencies
Peak and state-wide Organisations
National and State Members of Parliament
Committees of the community
Local government authorities, LGNSW
Other general members of the community

Work Health and Safety Responsibility Statement Senior Managers Responsible for Service Units with Staff Reporting to them

LEVEL 3

The responsibility of Level 3 Senior Managers is to ensure that they perform their duties in accordance with their job description, Council policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure compliance by staff, contractors and non-employees within their area of control of Work Health and Safety Legislation, Council adopted Work Health and Safety Policies, Procedures, safe work practices and the Risk Management process. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> The development, maintenance and documentation of a systematic risk management process for Work Health and Safety in consultation with their staff for their relevant business unit 	
<ul style="list-style-type: none"> Council's Safety Policies and Procedures are implemented and enforced 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Staff performance reviews include analysis of Work Health and Safety documentation and outcomes 	
<ul style="list-style-type: none"> Department budgets include funds for both new and refresher Work Health and Safety training needs and safety equipment strategically addressed throughout each financial year 	<ul style="list-style-type: none"> Completed budget that includes provisions for WHS equipment requirements Training plan with WHS requirements and staff numbers required to do the training
<ul style="list-style-type: none"> Programs are in place for issue, correct use and maintenance of Personal Protective Equipment (PPE). Wearing of PPE as necessary when on job sites and ensuring compliance by staff, contractors and non-employees in accordance with safe working practices 	
<ul style="list-style-type: none"> All line management staff in their area of control are aware of hazard identification and the risk assessment process related to safe work practices in accordance with legislative requirements 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Ensuring all staff, including internal transferees, attend safety induction programs and refresher courses covering safe and correct use of equipment, and all other relevant training in accordance with Council's policies, procedures and safe work practices and that all such training is evaluated and fully documented. 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees

<ul style="list-style-type: none"> • Ensure that injured persons return to work as soon as practicable and understand that returning to work is a normal practice and expectation 	<ul style="list-style-type: none"> • Evidence of signed return to work programs • Selected duties register
<ul style="list-style-type: none"> • Contractors' Safety Policies and Safe Work Practices are addressed in the Tendering process, that they comply with Council's safety standards and that the Contractors' safety performance is monitored regularly throughout the duration of their contract 	<ul style="list-style-type: none"> • Documentation from the contractor is on file, regular inspections and reviews of procedures against documentation are conducted and documented on file
<ul style="list-style-type: none"> • Ensuring that all equipment purchased meets Council's Work Health and Safety requirements and is regularly inspected and maintained to an appropriate schedule. Council's standard programs are adhered to in respect of all plant and equipment 	<ul style="list-style-type: none"> • Documented proof of evaluation and consultation process in the purchase and tender procedure
<ul style="list-style-type: none"> • Staff meetings regularly include the addressing of safety issues and review of accident statistics 	<ul style="list-style-type: none"> • Minutes of meetings contain WHS section

Applicant Declaration

I, have read and understood the position description for the **Senior Manager Development Assessment (Parental Leave Cover)** as detailed in this document.

Signature:

Date: / /