

## POSITION DESCRIPTION

<b>Position Title</b>	Team Leader – Heritage & Urban Design	
<b>Division</b>	Assets & Environment	
<b>Group</b>	Development Assessment & Regulatory Services	
<b>Responsible to</b>	Development Advisory Services, Manager	
<b>Position Supervises</b>	<b>Direct:</b> Approximately 3- TBC <b>Indirect:</b> Nil	
<b>Position No.</b>	TBC	
<b>Status</b>	Permanent full time	
<b>Hours</b>	Based on a 35 hour week	
<b>Salary</b>	\$112,320 pa to \$120,714 pa	<b>Band/Level:</b> 3/3
<b>Allowances</b>	N/A	
<b>Motor Vehicle</b>	Access to an Inner West Council motor vehicle lease back scheme	
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<p><b>p</b> Police Check</p>	
<b>Date reviewed:</b> September 2017		<b>Reviewed by:</b> Group Manager Development Assessment & Regulatory Services

*The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km<sup>2</sup>.*

*The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.*

## **POSITION PURPOSE**

The Development Advisory Services unit is responsible for delivering a high standard of advice to customers and key stakeholders regarding Council's desired development and heritage outcomes, to achieve a high quality urban environment within the Inner West Local Government Area.

You will lead the work and activities of the Heritage and Urban Design team to ensure that the team consistently works to meet its targets and commitments against their individual, team and performance plans and Council's Operational and Strategic Plans. You will lead and inspire the team, coach and develop staff, facilitate partnerships across Council, help solve problems and resolve issues, and model achievement of goals and commitments. You will be responsible for the:

1. Effective leadership of the Heritage & Urban Design team;
2. Achieving high levels of customer satisfaction with the team; and
3. Individual and team performance management and development.

## **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 First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. 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. Tertiary qualifications in Architecture, Urban & Regional Planning, Urban Design, Heritage Conservation or equivalent related discipline;
2. Extensive experience and knowledge in heritage and urban design related matters in the development assessment field;
3. A working knowledge of Heritage Act 1977, Environmental Planning and Assessment Act and related legislation, The Burra Charter and concepts as they relate to development assessment.
4. Demonstrated ability to co-ordinate, supervise and lead a team and its functions to achieve outcomes that address current challenges for the IWC and its commitment to the community.
5. Demonstrated ability and commitment to deliver and embed a culture of excellent customer service and improvement within a team.
6. Strong interpersonal communication, collaboration, and stakeholder management skills including negotiation, mediation, facilitation skills.
7. High level analytical and problem solving skills with the capacity to inspire or support innovative thinking and continuous improvement
8. Ability to mentor and assist in the development of the team including the identification of training needs and performance management.
9. High level computer literacy.
10. Current Class C NSW Drivers licence.
11. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety and ethical practice

### **Desirable Criteria:**

1. Tertiary qualifications in a relevant field such as law, urban design, heritage conservation, architecture, environmental studies, building surveying or other relevant discipline.
2. Understanding of, or experience with Land and Environment Court procedures

3. Understanding of, or experience with the Australian Business Excellence framework or similar
4. Member or eligibility for membership of ICOMOS Australia

### **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

Reporting to the Development Advisory Services Manager, you are to lead, supervise and collaborate with the relevant stakeholders for the delivery of the following functions:

- Provision of Heritage and Urban Design advice to both internal and external stakeholders to ensure:
  - a. the protection, conservation and enhancement of heritage items and conservation areas in accordance with State Government guidelines and policies, Council's Plans, and consistent with the Burra Charter; and
  - b. Urban design advice to ensure a high quality urban environment;
- Delivery of accurate, timely and consistent advice to all stakeholders including through public education forums.
- Maintenance of information on Council's website with regard to heritage and urban design matters in consultation with the Manager.
- Assessment of applications for maintenance or minor works to properties within heritage conservation areas and heritage items in accordance with Council's policies and controls.
- Consideration of minor applications referred to Council for information or comment; and
- Identify, develop, implement, review and update protocols, policies and systems in consultation with the Manager, for both verbal and written advice.
- Deliver advice to all customers and stakeholders in a professional, responsible and efficient manner
- Maintain constructive liaison with, and set clear direction for the development industry with regard to heritage and urban design parameters.
- Act, work and operate in an open, transparent and collaborative manner with all stakeholders
- Ensure development assessments meet statutory obligations
- Professionally defend the Council's policies and controls where they are challenged through the development assessment and appeal processes
- Keep abreast of current best practice, information, trends and developments in the field/industry; and
- Ensure strong technical skills are developed, adopted and practiced at all times by staff within the team

#### *Leadership and Service Management*

- Lead, facilitate and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements;
- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments;
- Facilitate the development and implementation, review and maintenance of systems and procedures in consultation with the Manager.
- Ensure the Manager is informed of any issue which may affect staff, the community and/or service delivery.

#### *Staff Management*

- Lead, motivate, support and develop staff in a way that is consistent with Council's principles/values, policies and systems;
- Lead, monitor and manage staff performance, including feedback reviews in accordance with Council's policy, procedures and best practice principles;
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff; and
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

## **KEY RELATIONSHIPS:**

**Internal:** Development Assessment Team and Development Advisory Services Team; and all other stakeholders in the development assessment and advisory process.

**External:** Applicants and customers plus their professional agents, State Government Departments and agencies, including planning panels, IWPP members, other relevant professional associations/ societies and the community of the Inner West.

# WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

## LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of promotion of, and conformance with, Council policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li> <li>Analysis of accident/incident trends</li> <li>Regular team meetings</li> <li>Use of the hazard reporting process</li> </ul>
<ul style="list-style-type: none"> <li>Commitment to WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking accident/incident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of documented and signed accident investigation forms</li> </ul>
<ul style="list-style-type: none"> <li>Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with WH&amp;S rep</li> </ul>
<ul style="list-style-type: none"> <li>Improving health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Initiating action based on audit, inspection results and feedback from staff</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>

<b>Responsibilities</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation</li> </ul>
<ul style="list-style-type: none"> <li>Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Development of specific procedures where required</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WHS and related legislation</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

#### **Applicant Declaration**

I, ..... have read and understood the position description for the **Team Leader Heritage and Urban Design** as detailed in this document.

Signature: .....

Date:        /        /