

Position Description

Title: Manager Development and Compliance	Classification: Band 4
Department: Operations	Reports to: Director Operations
Tenure: Permanent	FTE: 1

Context

The Manager Development and Compliance operates in a dynamic context, subject to constant regulatory, environmental and economic change. In particular, managing competing environment uses and needs, political and regulatory change responding to community development concerns, as well as the ongoing pace of technological change, are key contributing trends to be addressed over time through the work of Council and this role.

Working within the Operations Directorate, the role incumbent needs to form constructive and productive relationships within and outside the Development and Compliance team, including other Managers, Directors and the General Manager, to make sure that development and compliance opportunities and concerns are raised at the right time for sound decision-making by Council.

This role is part of the Manager group and the incumbent is expected to contribute openly and constructively as part of a member of the leadership team of Council.

Role Purpose:

To lead the Development and Compliance team by creating the conditions for efficient, effective and coherent development and compliance services on an internal and external basis.

Key Accountabilities:

1. Design and deliver the following integrated, coherent, customer-focused services:
 - Development compliance, certification and assessment: processing applications and certificates, address allocation and other development compliance, certification and assessment matters.
 - Regulatory activities: managing Council's regulatory obligations related to development, building, environmental health, biosecurity weeds, and ranger matters.
 - Manage development applications, construction certificates, complying development certificates and subdivision certificates including requests for modifications.
 - Manage inspections of building related works in relation to development.
 - Manage regulation and registration of local business within Council demography.
 - Manage compliance of buildings with provisions of National Construction Code and Environmental Planning and Assessment Act.

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- Program on-site sewer management systems inspections (septic tanks) to ensure they are compliant. Issue maybe sewer run offs do not occur into water catchment, rivers or creeks.
2. Ensure Kempsey Shire Council consistently provides responsive development and compliance services by:
 - Constantly reviewing and making changes to services provided against identified and changing needs of the organisation and the community and the NSW DA Performance Monitor.
 - Designing, implementing and managing policies and processes that support the consistent delivery of high quality and effective development and compliance services that are positive and customer-focused.
 3. Support Kempsey Shire Council as a high performance organisation by:
 - Ensuring that all staff have clearly defined responsibilities, objectives and performance criteria covering their positions.
 - Implementing and managing individual performance that flows from organisational goals and priorities.
 - Identifying technical and leadership needs and developing solutions to mediate organisational gaps.
 - Contributing to Council's strategic and corporate planning for meeting the community's needs now and into the future.
 - Actively participating in a regular performance review consistent with Council's Performance Development System and relevant Staff Policies.
 4. Support leaders across Council to appropriately apply Development and Compliance policies, practices and standards by:
 - Consistently communicating the value, benefits and opportunities created by the work of the Development and Compliance team.
 - Monitoring, reviewing and recommending improvements to processes based on the needs of internal and external customers.
 - Providing specialist, authoritative and consultative advice on complex development and compliance matters.
 - Preparing reports to Council relating to development matters and enforcement actions.
 - Provision of regular, timely and sound advice and reporting to the Director Operations or their delegate.
 - Working with the Manager Strategic and Asset Planning to manage the delivery of strategic planning projects undertaken by Area Planners.
 5. Provide leadership and management to the Development and Compliance group through:
 - Mentoring, support and development of the team leaders within the Group.
 - Monitoring and managing of the teams' performance within the Group.
 - Leading the group to achieve Council's development and compliance objectives.
 - Effective budgetary management.
 6. Perform other reasonable duties as directed by the Director Operations or their delegate.

Supervision Received:

This role reports to the Director Operations.

Supervision Exercised:

The following roles report to the Manager Development and Compliance

- Team Leader Development Assessment
- Team Leader Building Services
- Team Leader Compliance
- Team Leader Environmental Health

Role Authorisation:

Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) *Date*