

CLARENCE VALLEY COUNCIL

Position Description

Manager Development and Land Use Planning

Directorate	Environment & Planning
Location	Grafton
Classification/Grade/Band	Band 4 Level 3 Grade 19
Position Code	
Date position description approved	2 June 2021

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.

Values



Primary purpose of the position

The Manager Development and Land Use Planning leads and manages a multi-disciplinary team to deliver customer focussed building, development and strategic planning services within a well defined land use planning framework, while identifying and advising on associated risks to ensure informed decision making by the executive management team.

Key accountabilities

Within the area of responsibility, this role is required to:

- Actively engage with the community to ensure that development and strategic planning decisions consider their views.
- Proactively engage with developers and drive cultural change to facilitate negotiated outcomes that benefit proponents and community, while upholding sound development and land use principles.
- Lead and drive section success to achieve strategic planning, and building and development outcomes that are timely, cost efficient and in accordance with policy, regulatory and legal frameworks.
- Actively participate in and contribute to Council's management team and work closely and collaboratively across divisions.
- Coach and mentor the team to identify improvement opportunities, drive the delivery of change initiatives and promote a culture of innovation and continuous improvement.
- Lead the preparation of strategic policies and plans that create a robust planning framework that supports sound decision making.
- Facilitate opportunities for Section participation in activities that inform customers, ratepayers and other stakeholders of changed service models and planning and land use proposals.
- Participate in cross organisational effort to deliver strategic initiatives identified through the Integrated Planning and Reporting framework.

Key challenges

- Balancing commercial, political, environmental and social issues to achieve best outcomes for the Clarence Valley and community.
- Keeping abreast of rapidly evolving industry reform and legislative change and applying them in practical terms in a way that is relevant to the Clarence Valley.
- Embracing a continual change position and seeking out and implementing new initiatives and opportunities provided by ePlanning platforms.

Key internal relationships

Who	Why
Director Environment and Planning and executive team	Seek support for innovative activities, obtain strategic direction and guidance on sensitive matters, and provide advice to ensure adequate risk management is applied to protect the organisation.
Managers	Work collaboratively to achieve organisational goals and celebrate Service successes and achievements as a key member of the senior management team.
Staff	Inspire, motivate, support and lead the team to work collaboratively to achieving Development and Land Use Planning objectives in a timely, efficient and professional manner. Lead discussions and decisions regarding the development and implementation of innovation and best practice for improved service delivery.
Councillors	Provide advice through the Executive to inform decisions that contribute to achieving council objectives.

Key external relationships

Who	Why
Government agencies	Establish and maintain collaborative relationships. Engage 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	Provide timely response to activities of the Development and Land Use section. Facilitate negotiated outcomes that benefit proponents and community, while upholding sound development and land use principles. Demonstrate how the decision making process has considered the community and their interests.

Key dimensions

Decision making

The position is accountable for 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 and Planning
Direct reports	4 Director Reports including: Coordinator Building Services Coordinator Development Services Coordinator Strategic Planning Senior Planning Support Officer
Indirect reports	approximately 27 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 employees in creating a customer focused organisation that benefits from efficient and effective service delivery. Current Driver's Licence.

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 www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. 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	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	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		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empt and minimises conflict by working towards mutually beneficial outcomes
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
Resources Technology and Information	Advanced	<ul style="list-style-type: none"> • Implements appropriate controls to ensure compliance with information and communications security and use policies • Implements and monitors appropriate records, information and knowledge management systems • Seeks advice from technical experts on leveraging technology to achieve organisational outcomes • Stays up to date with emerging technologies and considers how they might be applied in the organisation

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Workforce Leadership Lead and Manage Change	Advanced	<ul style="list-style-type: none">• Translates change initiatives into practical strategies, including the role of staff in implementing them• Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders• Develops appropriate approaches to involve staff and stakeholders at various stages of the project• Implements structured processes to manage structural, system, process and cultural barriers to change• Provides coaching and leadership in times of uncertainty and difficulty for staff