

# Position description

## Manager Land Use Planning

Division:	<b>Liveable Communities</b>
Department:	<b>Land Use Planning</b>
Reports to:	<b>Director Liveable Communities</b>
Number of direct reports:	<b>6-10 Direct</b>
Location:	<b>Biripi Way, Taree</b>
Employment status:	<b>Permanent, Full Time</b>
Date approved:	<b>April 2020</b>

## Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

## Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

## Position Overview

The Position is responsible for managing all land use planning functions across the MidCoast LGA providing leadership, expertise, oversight and influence consistent with legislative requirements and Councils strategic priorities.

As the Land Use Planning Manager, you will develop policy and standards, and will contribute to strategic planning by actively utilising your thorough understanding of NSW planning legislation, continuously monitoring, interpreting and advising on industry trends, legislation and regulatory frameworks.

This will ensure that MidCoast Councils approach to strategic land use planning anticipates and is responsive to changing government imperatives, land use planning processes, climate change and the environment.

## Key Accountabilities & Duties

### *Strategic Responsibilities*

- To lead the development and implementation of strategy and policy for land use and environmental planning consistent with Council's strategic planning objectives.
- To provide strategic leadership which results in the best outcomes for the community in relation to land use and environmental planning.
- Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives.
- Apply your understanding of political, social and legal influences in conjunction with positive organisational culture to all initiatives and actions.
- Role model collaborative behaviours and support leadership across council divisions which support the development of a positive organisational culture capable of successfully delivering our outcomes.
- Provide best practice and timely advice to the Executive Manager and Director.

### *Specific Responsibilities*

- To manage all land use planning services including environmental planning to ensure compliance with all relevant legislative requirements including but not limited to:
  - Preparation and assessment of Planning Proposals.
  - Review of the Development Control Plans and preparation of amendments to Development Control Plans including site specific Development Control Plans.
  - Review of Local Environmental Plans.
  - Negotiation and preparation of Planning Agreements and Vegetation Management Plans relating to Planning Proposals and Development Applications.
  - Input to Strategic Planning Projects.
  - Monitor legislative changes and providing advice on the impact of such changes.
- To establish Council as a leader in land use, environmental planning & sustainability through the development of innovative and effective policies and work practices.
- Ensure the delivery of land use planning projects with the aim of maintaining a dynamic and balanced land use planning framework for the MidCoast LGA.
- Provide leadership, influence and direction on projects that develop and improve statutory policy, settlement planning outcomes and planning provisions.
- Oversee and/or assist in the most complex / difficult strategic planning applications and facilitate outcomes in accordance with legislative requirements.
- Coordinate cross sectional and divisional engagement within Council to determine and deliver land use planning projects.
- Ensure monitoring programs and other systems are in place to capture information and data required for statutory reporting.
- Prepare and review Business Continuity Plans for critical service delivery areas.
- Monitor and manage the land use planning workload across responsible roles and assist in developing processes and procedures to minimise time delay and ensure continuity of the assessment and referral processes.
- Represent Council in relation to State and regional planning matters in the best interests of the MidCoast community.

- Monitor relevant legislation related to the above responsibilities and implement measures to ensure compliance with that legislation.
- Oversee the review of Contributions Plans, Development Servicing Plans, Planning Agreements and Vegetation Management Plans as they relate to Planning Proposals and Development Applications.
- To develop an annual Business Plan, Operational Plan and budget for land use planning.
- To liaise and partner with a range of stakeholders including statutory authorities, industry professionals, service providers, Council staff and the community to achieve desired outcomes.
- To liaise with and prepare professional reports for Council / Committees on land use planning, policy, business and financial performance and operations.
- Work closely with Council's Engagement, Communications and Education team to raise awareness of land use and environmental planning initiatives and issues and promote a better understanding of Council's land use planning functions within and external to Council.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other Duties within employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.

## Selection Criteria

1. Tertiary qualifications in urban and/or regional town planning or a related discipline.
2. Extensive professional experience in a similar Local Government role in Strategic or Land Use Planning with evidence of strong project management skills.
3. Extensive experience in dealing with strategic planning issues, with an emphasis on managing growth, preserving the natural environment, climate change and policy creation.
4. A thorough understanding of the NSW Planning Provisions and the wider planning policy landscape at a state and local level.
5. A highly developed and innovative approach to resolving complex planning matters utilising creative approaches where necessary, drawing on previous experience and expert knowledge to offer solutions.
6. Highly effective and developed negotiation and influencing skills, with demonstrated experience building trust between internal and external stakeholders to inform policy implementation and gain commitment to implementation of outcomes.
7. A proven ability to lead, motivate and mentor staff.
8. High level communication skills (written and verbal), including a demonstrated ability to formulate and write complex planning reports/responses, planning strategies and policy with a proven track record of engagement and communication at various scales and management levels.
9. Proven experience in providing expert advice in relation to land use planning matters.






10. Demonstrated capacity to analyse and solve problems and use judgement and conceptual skills to make sound and merit-based decisions in a complex political environment.
11. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
12. Class C Drivers licence.

## Position Capabilities

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.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/>

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.

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	Adept
	<b>Community and Customer Focus</b>	<b>Advanced</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	<b>Create and Innovate</b>	<b>Highly Advanced</b>
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	<b>Manage and Develop People</b>	<b>Advanced</b>
	<b>Inspire Direction and Purpose</b>	<b>Advanced</b>
	Optimise Workforce Contribution	Advanced
	<b>Lead and Manage Change</b>	<b>Advanced</b>

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒