

# Position description

## Executive Manager - Liveability and Sustainable Development

Division:	<b>Liveable Communities</b>
Department:	<b>Liveability and Sustainable Development</b>
Reports to:	<b>Director Liveable Communities</b>
Number of direct reports:	<b>3</b>
Location:	<b>Yalawanyi Ganya</b>
Employment status:	<b>Permanent Full Time</b>
Grade:	<b>16</b>
Date approved:	<b>February 2021</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

### The Liveable Communities Division

The purpose of the division is to create liveable communities where the natural environment is preserved and enhanced, there is safety and security, there are affordable and appropriate housing and transportation options, a strong economy and supportive community features and services.

Once in place, these resources will enhance the liveability of our region for all residents, including those of varying abilities to live independent and meaningful lives by engaging in the communities civic, environmental, economic and social fabric.

### Position Overview

Reporting to the Director Liveable Communities, the Executive Manager Liveability and Sustainable Development will lead the Liveability and Sustainable Development Group (the Group) and a 115 strong workforce responsible for the delivery of the community's priorities as identified in the Community Strategic Plan.

The Executive Manager has responsibility for the following functions:

- Customer Experience;
- Building and Environmental Health Services; and
- Major Assessment and Regulatory Services.

The Executive Manager is also a member of the Leadership Team.

## The Liveability and Sustainable Development Group

The purpose of the Liveability and Sustainable Development group is to deliver timely, accurate and trusted services with a 'can do' approach. It is also to increase awareness and build constructive relationships and trust within our community by delivering services that support Council in its commitment to providing a safe, healthy and sustainable built environment. This purpose is achieved by the following teams:

**Customer Experience** delivers services that support Council in its commitment to communicate and engage in a way that encourages an open, transparent relationship with the community. The team is responsible for frontline conversations with our community every day and is committed to providing reliable services that are accurate, accountable and responsive to customer needs.

**Building & Environmental Health Services** provides regulated and competitive services to the community in order to provide a safe, healthy and sustainable built environment. The team works in collaboration with the community to ensure that they are not adversely affected by factors that can potentially impact on human health. The team has broad authority and the ability to regulate activities that may have a detrimental effect on the health of the environment and the public.

**Major Assessment & Regulatory Services** applies the regulatory framework for major land use in the MidCoast Local Government Area. This team also works to maintain and enhance the wellbeing of our community using an array of techniques to promote and enable compliance with relevant legislation. The work undertaken is an important indicator of the state of the local economy. The fundamental work of the department is to make the MidCoast a better place to live.

## Key Accountabilities & Duties

### Strategic Responsibilities

- To lead the development and implementation of strategy and policy for the Liveability and Sustainable Development Group consistent with Council's objectives;
- To provide strategic leadership which results in the best outcomes for the community;
- Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives
- Apply your high-level 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 culture capable of successfully delivering organisational outcomes.
- Provide best practice and timely advice to the Management Executive team.

## Specific Responsibilities

- Strategic management of the Group including people management and financial management.
- Leading the implementation of effective Integrated Planning and Reporting (IP&R) across the Group
- Providing leadership, support and direction to the Group including coaching and development of staff, work planning, performance management, change management and staff recruitment.
- Supporting and enabling a culture of continuous improvement.
- Constructively contribute as a member of the Leadership team
- Constructively contribute as a member of the Extended MANEX team in accordance with the Extended MANEX Charter.
- Developing and maintaining constructive relationships and partnerships with: Council staff and Government departments ensuring the achievement of strategic and operational objectives.
- Ensuring compliance with relevant legislation and statutory requirements.
- Leading the development of effective Integrated Planning & Reporting across the group, ensuring the delivery of best practice guidelines.
- Delivery of high-quality services through the effective implementation of the Group's four-year Delivery Program.
- Monitoring and reporting performance across the Group against adopted standards and proactively championing better performance.
- Providing high level reporting to Council, the General Manager and the Management Executive team to ensure the Council's strategic capability and intent are effectively developed, implemented, monitored and reviewed in consultation with key stakeholders.
- Providing input into the determination of resources for the Group.
- Ensure service delivery to the community is of a high standard and supports the achievement of corporate objectives.
- Act as Council's representative on relevant Council committees, government and community bodies and in courts.
- Work Health & Safety - provide leadership in the areas of WHS and wellbeing and exercise due diligence as an officer of MidCoast Council.
- Equal Employment Opportunity (EEO), Diversity and Inclusion - ensure a great people experience by championing a progressive, inclusive and safe working environment.
- 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 the employee's skill, competence and training level, as required to meet business needs.

## Essential Requirements

1. Bachelor's Degree in Urban and Regional Town Planning, Management or a relevant discipline.
2. Extensive industry experience at a senior level.
3. Demonstrated knowledge of the professional and legislative requirements within the scope of the role.






4. Proven past performance with:
  - Developing and managing high performing teams
  - Development and delivery of long-term strategies for service delivery, asset management and/or community benefit
  - Managing complex groups of stakeholders and communicating effectively
5. High level analytical and conceptual skills with the ability to positively influence outcomes
6. Demonstrated well developed interpersonal skills, emotional intelligence and the ability to develop strong relationships across the organisation and with key internal and external stakeholders.
7. Demonstrated ability to prioritise workloads in order to produce high quality and accurate output to meet organisational deadlines and business planning needs and statutory requirements.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current 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/?staff-member>

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	<b>Communicate and Engage</b>	<b>Advanced</b>
	<b>Community and Customer Focus</b>	<b>Highly Advanced</b>
	Work Collaboratively	Advanced
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	<b>Create and Innovate</b>	<b>Advanced</b>
	<b>Deliver Results</b>	<b>Advanced</b>
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept
 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 ☐