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| Position Description  **Executive Manager Planning** |  |

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| **Department** | **General Managers Department** |
| **Reports to** | **General Manager** |
| **Location** | **Narromine** |
| **Grade** | **Grade 17** |
| **No. Of Direct reports** | **1** |
| **Date of approval** | **October 2019** |

# **Our Council**

Narromine Shire Council covers an area of 5264 km2 and has a population of approximately 6444 in the rural townships of Narromine, Trangie and Tomingley and the surrounding rural areas. Narromine is located 40km from the regional city of Dubbo.

The identities and values of Narromine Shire have been shaped by the culture of the Wiradjuri People, early farmers and by our strong aviation and sporting history. Today, the Shire has a significant farming based industry that contributes nationally.

# **Our Values**

This position requires commitment to the Council’s values and behaviours being accountability; pride; teamwork; creativity and innovation; trust and respect; and communication.

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# **Primary purpose of the position**

The position sits in the General Managers department and has high visibility and contact with internal and external customers and members of the public. The position carries out a variety of statutory functions of Council in accordance with relevant legislation and Council policy.

The position directly manages Council’s planning functions including Strategic or forward land use planning tasks, development assessments and interpretation of relevant environmental laws relating to these tasks. The position also supervises Council’s Trainee Planner.

The Executive Manager Planning is responsible for delivering programmed strategies and actions in Council’s Delivery and Operational Plan in relation to planning matters.

# **Key challenges**

* Manage and carry out the planning functions of Council in line with Council’s directive through the Community Strategic Plan and Delivery Programme and Operational Plan.
* Prepare reports and other documentation for Council meetings, committees of Council, statutory authorities and other relevant agencies as required
* Manage and mentor Council’s Planning Trainee imparting knowledge and advice to ensure a successful traineeship.

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| **Functional Area** | **Key Accountabilities** |
| General Manager | * Manage and carry out strategic planning functions of Council in line with Council’s directive through the Community Strategic Plan and Delivery Programme and Operational Plan. * Provide timely and sound advice on planning issues * Provide effective and efficient management of Council’s planning functions * Prepare reports and other documentation for Council meetings, committees of Council, statutory authorities and other relevant agencies as required * Initiate and chair pre-lodgement and planning focus meetings with applicants as required and as specified in Council policy and procedure * Assess development applications in line with the statutory requirements of relevant legislation including the EPAA, Roads Act, Conveyancing Act, * Manage (and where necessary prepare) development application assessment reports for signing off by the GM * Assess and Sign off on Section 149 Planning Certificates * Manage the collation of the Planning sections records of inspections, approvals and related information to comply with Council and legislative requirements * Manage and deal with complaints received by the Planning section and where required, submit a report to the GM with recommended actions * Maintain knowledge of relevant legislation and other matters relevant to the performance of the position * Prepare reports for and assess Planning Proposals initiated by either Council or private persons and liaise with the Department of Planning on issues related to LEP amendments * Review strategic land use plans as needed and where required by law. * Manage Council’s Heritage functions |
| Leadership and relationships | * Provide strong leadership to lead and manage change * Foster a culture that values its people, and encourages and supports customer focus, integrity and one team. * Lead in a professional and ethical manner, promoting Councils Values and Behaviours |

Key internal relationships

| Who | Why |
| --- | --- |
| Internal |  |
| General Manager | The Executive Manager has an effective working relationship with the Director and is communicative to them in relation to all aspects of their role. |
| Council | The Executive Manager Planning will provide reports and information |
| Trainee Planner | The Executive Manager Planning will supervise and mentor the Trainee Planner to ensure exposure and leaning to planning tasks in the LG environment. |
| External |  |
| Government Agencies | The Executive Manager has professional relationships with those government agencies necessary for the work of Council. |

# **Delegations of Authority**

• Authorise expenditure within designated budget up to approved level

# **Budget (operating and capital expenditure)**

$250,000

# **Essential requirements**

* Bachelor Degree in Town Planning or related area
* Knowledge and skills in the assessment of development applications and strategic planning
* High level of communication skills; both verbal and written
* Proficient computer and IT skills, including MS Office
* High level of customer service skills
* Demonstrated ability in problem solving
* Demonstrated ability of actively working in and being part of a team environment
* Ability to work autonomously on a range of simultaneous tasks with superior organisational skills and as a part of a multidisciplinary team
* Class C Drivers Licence

# **Special Conditions**

This position may be required to attend Council/Committee meetings after hours.

**Acknowledgement**

I have read and understood the contents of this position description and accept the following:

* This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
* My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills, values and behaviours is expected by Narromine Shire Council.
* My position will develop over time and this position description will facilitate this development as a ‘living document’ that I will actively invest in.

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Signed Date

**Employee**

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Signed Date

**Supervisor**

Capabilities for the role

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

# 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 | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes** Demonstrate Accountability | Advanced | * Is prepared to make decisions involving tough choices and weighing of risks * Addresses situations before they become crises and identifies measures to avoid recurrence * Takes responsibility for outcomes, including mistakes and failures * Coaches team members to take responsibility for addressing and resolving challenging situations * Oversees implementation of safe work practices and the risk management framework |
| **Relationships** Communicate and Engage | Highly Advanced | * Puts forward compelling arguments * Explains complex concepts appropriately for diverse audiences * Anticipates and addresses key areas of interest for diverse audiences and adapts style under pressure * Invites, actively listens and responds respectfully to questions, comments and suggestions |
| **Results** Think and Solve Problems | Highly Advanced | * Quickly grasps unfamiliar concepts and deals comfortably with complexity * Demonstrates deep knowledge and expertise across numerous subject areas * Critically analyses information and seeks diverse perspectives to formulate effective responses to policy issues * Identifies and evaluates broader impacts of proposed policies and solutions * Makes good decisions based on available evidence, observed patterns and evaluation of risks and benefits |
| **Resources** Technology and Information | Adept | * Selects appropriate technologies for projects and tasks * Identifies ways to leverage the value of technology to achieve outcomes * Ensures team understands their obligations to use technology appropriately * Ensures team understands obligations to comply with records, information and knowledge management requirements |
| **Workforce Leadership** Manage and Develop People | Adept | * Seeks to understand the individual strengths, weaknesses, goals and concerns of team members * Defines and communicates roles and responsibilities and sets clear performance standards and goals * Coaches team members to help improve performance and development * Regularly discusses performance with team members and provides accurate, constructive reviews * Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals * Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way |