
Coordinator Sustainable Development



Position description

September 2021







Northern Grampians Shire Council
LIVE | WORK | INVEST | VISIT

CONTACT US

-  ngshire@ngshire.vic.gov.au
-  www.ngshire.vic.gov.au
-  (03) 5358 8700
-  PO Box 580 Stawell VIC 3380

CONNECT WITH US

-  facebook.com/ngshire
-  [@ngshire](https://twitter.com/ngshire)
-  [@northerngrampiansshire](https://www.instagram.com/northerngrampiansshire)
-  #ngshire #liveworkinvestvisit #wandervictoria

Position description

Position title	Coordinator Sustainable Development
Classification	Band 8
Directorate	Infrastructure and Amenity
Department	Sustainable Development

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position coordinates Council's statutory planning, building and environmental health functions to deliver an effective service and ensure a consistent and professional approach reflecting Council objectives and policies.

Key responsibility areas

- Provide leadership, direction, mentoring and support to planning, building and environmental health staff in the delivery of quality services to the NGSC community.
- Coordinate assessment and review of development applications in accordance with relevant legislation, statutory requirements, Council plans and policies to ensure consistent and uniform decision making.
- Engage external stakeholders, including representing Council at functions and meetings, to provide advice across the scope of delegation to achieve Council's strategic goals.
- Enhance the operational efficiency and improve customer service and satisfaction of the department, by:
 - o Maintaining relevant policies and procedures
 - o Contributing to the development of annual budgets and service plans
 - o Monitoring and reviewing service delivery
 - o Coordinating process improvement and promoting a continuous improvement culture
 - o Contributing to the monitoring, review and maintenance of the Shire's Planning Scheme, including preparation and processing of Planning Scheme Amendments
 - o Assisting in the delivery of projects
- Assist in the management of specialist consultants to ensure best practice planning outcomes and compliance with Council and State Government requirements
- Contribute to the review of State government legislation, policies, programs, and prepare submissions for Council as required by the Manager Community Safety and Amenity
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Manager Community Safety and Amenity
Direct Reports	Municipal Building Surveyor, Senior Planning Officer, Senior Building Inspector, Environmental Health Officers, Team Leader Permit Support
External relationships	Clients, contractors, general public, government departments and other service providers
Internal relationships	All Council employees

Accountability and extent of authority

This position is accountable for:

- management of planning, building and environmental health resources and development, and interpretation of legislation, regulations and policies
- assuring the quality of work performed and that tasks are performed in an efficient, effective, and accountable manner

This position has the authority to:

- Provide advice and information to employees and the wider community, which may have a substantial effect of the Sustainable Development unit and public perception of the Council
- Undertake delegated authority in accordance with Council policy
- Freedom to act is governed by organisational goals and policies of the Council and by statute and subordinate legislation.

Judgement and decision making

- Ability to identify and analyse a range of options and provide guidance and justification in the adoption of policies and decisions.
- Ability to identify and develop policy options for consideration by the Manager Community Safety and Amenity.

Specialist skills and knowledge

- A comprehensive understanding of the long-term goals of the organisation and of the political context in which it operates.
- Ability to review, reinvigorate and implement systems and processes for the betterment of the community.
- A sound knowledge of budgeting and relevant financial procedures to manage the overall budget of a team.
- Experienced in contract and grant management, project management and strategy development.

Management skills

- Ability to oversee a large diverse team and have input into the development of long-term staffing strategies.
- Ability to achieve specific and set objectives taking account of external constraints and conflicting pressures.

Interpersonal skills

- Ability to lead, motivate and develop employees.
- Excellent negotiation skills with the ability to achieve set objectives.
- Ability to communicate effectively, gain cooperation and influence a wide range of individuals, groups, organisations and other stakeholders.
- Develop and establish relationships with a range of community groups and associated government departments and/or associations.

Qualifications and experience

- Tertiary qualifications in Statutory Planning (or related area) with substantial relevant experience.
- Previous experience in liaising with Government agencies to secure new business.
- Experience in program development, planning and policy formulation.

Selection criteria

1. Tertiary qualifications in Statutory Planning (or related area) with substantial relevant experience or lesser formal qualifications with extensive and diverse experience in a similar role.
2. Demonstrated experience in leading, motivating and mentoring staff to consistently deliver accurate and timely advice and decisions.
3. Proven ability to develop alternative and innovative services which improve delivery and provide solutions to meet community needs.
4. Substantial experience in statutory planning, including assessment of complex planning permit applications, preferably within the Victorian planning system
5. Highly developed interpersonal skills evidenced by the ability to maintain effective relationships with Council, management, staff and the community.
6. Well-demonstrated skills in written and verbal communication which enable successful negotiation and persuasion across areas of delegated authority and expertise.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Probation period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

COVID-19 Vaccination – It is a condition of your employment that you are fully vaccinated against Covid-19.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Position subject to a current national police check to be updated every three years and assessed as suitable to work in aged care.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	September 2021
Reviewed by	Manager Community Safety and Amenity
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]