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# Manager Strategic Planning and Prosperity

Position description



April 2024

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Northern Grampians Shire Council  
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## Position description

Position title	Manager Strategic Planning and Prosperity
Classification	Senior Executive Officer
Directorate	Strategy, Prosperity and Engagement

## Our organisation

Northern Grampians Shire Council has a diverse employment base, across 14 worksites in the Grampians Region of Victoria and employs people to provide services and governance to local communities. We offer flexible work arrangements, providing access to relevant training and professional development opportunities with a variety of employee benefits. We promote innovation, responsiveness, respectfulness and continuous improvement as our core values.

## Position objectives

The role of the Manager Strategic Planning and Prosperity involves spearheading strategic planning and prosperity services. The work of the Department aims to foster economic growth through facilitating investment, enhancing business sustainability and community resilience, as set out in Council's strategic documents.

## Key responsibility areas

- Lead services that foster economic growth and community resilience, as set out in Council's strategic documents including: renewable energy developer liaison and engagement, strategic land use and development planning, precinct and master planning, community planning and development, business and tourism services and program, resident and workforce attraction and investment attraction.
- Foster collaborative and positive partnerships and relationships with the community, local and regional government departments, agencies, and service providers to underpinning economic development initiatives.
- Proactively monitor and lead the development of available funding opportunities to deliver the Departments services.
- Offer advice and guidance to the community, Councillors, Executive Leadership Team, and other levels of government with respect to services delivered by the Department.
- Contribute to the establishment of a robust senior leadership team that embodies the organisation's values.
- Analyse qualitative and quantitative data to identify key trends and indicators relevant to economic growth and community resilience.
- Oversee the delivery of corporate planning including the Council Plan, Municipal Public Health and Wellbeing Plan, annual and long term budgets, reporting, project management, and planning activities across the department.
- Undertake, as directed, additional duties within the incumbent's skill, competence, and training limits.

## Corporate responsibilities

- Ensure that Council's Code of Conduct is adhered to at all times.
- Adhere to Council's OH&S, equal opportunity, child safety and wellbeing 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	Director Strategy, Prosperity and Engagement
Manages	Coordinator Economic Development, Coordinator Strategic Planning and Resilience.
External relationships	Community members, general public, government departments and service providers
Internal relationships	All Council employees

## Accountability and extent of authority

- Undertake delegated authority in accordance with Council Policy.
- Efficient and effective management of strategic land use and development planning, precinct and master planning, community planning and development, business and tourism services and program, resident and workforce attraction and investment attraction to meet the needs of the Council and community, in line with Council Plan objectives.
- Management of the services and activities of the department in accordance with all relevant legislation and industry best practice.
- Preparation of business plans, service plans, performance development plans and performance indicators for the department that are consistent with Council's organisational planning framework.

## Judgement and decision making

- Sound decision-making skills including a pragmatic approach to problem solving and managing conflicting priorities.
- Capable of exercising a high degree of autonomy in program development, having regard to policies, objectives and budgets.
- Ability to translate corporate goals and objectives into practical outcomes.
- Ability to analyse and solve problems, both within and outside the organisation and immediate field of expertise.
- Ability to recognise and analyse safety and risk issues at Council service facilities and project sites and to take appropriate measures.

## Specialist skills and knowledge

- Detailed knowledge and understanding of strategic land use and development planning, precinct and master planning, community and economic development planning and program delivery.
- Extensive knowledge of the current legislative environment as it applies to the responsibilities of the position.
- Demonstrated ability to utilise existing and new systems for the collection and analysis of data, performance reporting and monitoring.
- Financial skills with the ability to manage the financial operations of the service area and contribute to the overall financial management of the organisation.
- Ability to think strategically both within and outside the department, while identifying operational impacts of strategic decisions.

## Management skills

- Demonstrated ability to provide leadership, effective communication and appropriate resources to a team of professional service providers.
- High level written and verbal communication skills and a high level of negotiation skills and the ability to resolve problems innovatively.
- Ability to perform in a strategic management role and to ensure appropriate service delivery consistent with corporate objectives and the service expectations of customers as appropriate.
- Ability to plan, introduce and manage change.

## Interpersonal skills

- Highly developed interpersonal skills evidenced by an ability to maintain effective relationships with Council, the community, management and staff.
- Well-developed skills in negotiation and presentation of persuasive and convincing proposals, to both internal and external stakeholders.
- Ability to lead, motivate and develop staff.
- Excellent verbal and written communication skills (including effective listening and clear interpretation).

- Sound knowledge of and commitment to working in a team environment.
- Ability to communicate sensitively and appropriately with, and understand the needs of, people from a diverse range of socioeconomic and ethnic backgrounds.

### Qualifications and experience

- Tertiary qualifications in Strategic or Statutory Land use Planning or related disciplines, with a minimum of 5 years industry experience.
- Extensive experience in management of budgets and major projects.

### Selection criteria

1. Tertiary qualifications in Land use Planning (open space, strategic or similar), Recreation and substantial experience in project management.
2. Proven ability to inspire, motivate, and guide team members towards common goals, while fostering a culture of collaboration and excellence.
3. In-depth knowledge and hands-on experience in the administration of the Planning and Environment Act, 1987, particularly in the context of the Planning Scheme Amendment process and investment attraction.
4. Substantial experience in formulating, implementing, and overseeing strategic land use, social and community infrastructure planning projects.
5. Advanced oral and written communication, notably in crafting comprehensive reports and delivering impactful presentations.
6. Significant expertise in designing and overseeing projects to attain desired outcomes, employing effective management of stakeholders, financial resources, as well as physical and human assets.

### Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 9 – 2021* and Northern Grampians Shire Council policies and procedures.

**Emergency Management** - All employees may be required to undertake Emergency Management Duties as directed.

**Qualifying 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.

**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.

**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	December 2023
Prepared by	Director Strategy, Prosperity and Engagement
Approved by	Chief Executive Officer

### Employee Signature

[acceptance\_status]

[acceptance\_date]

[candidate\_name]