

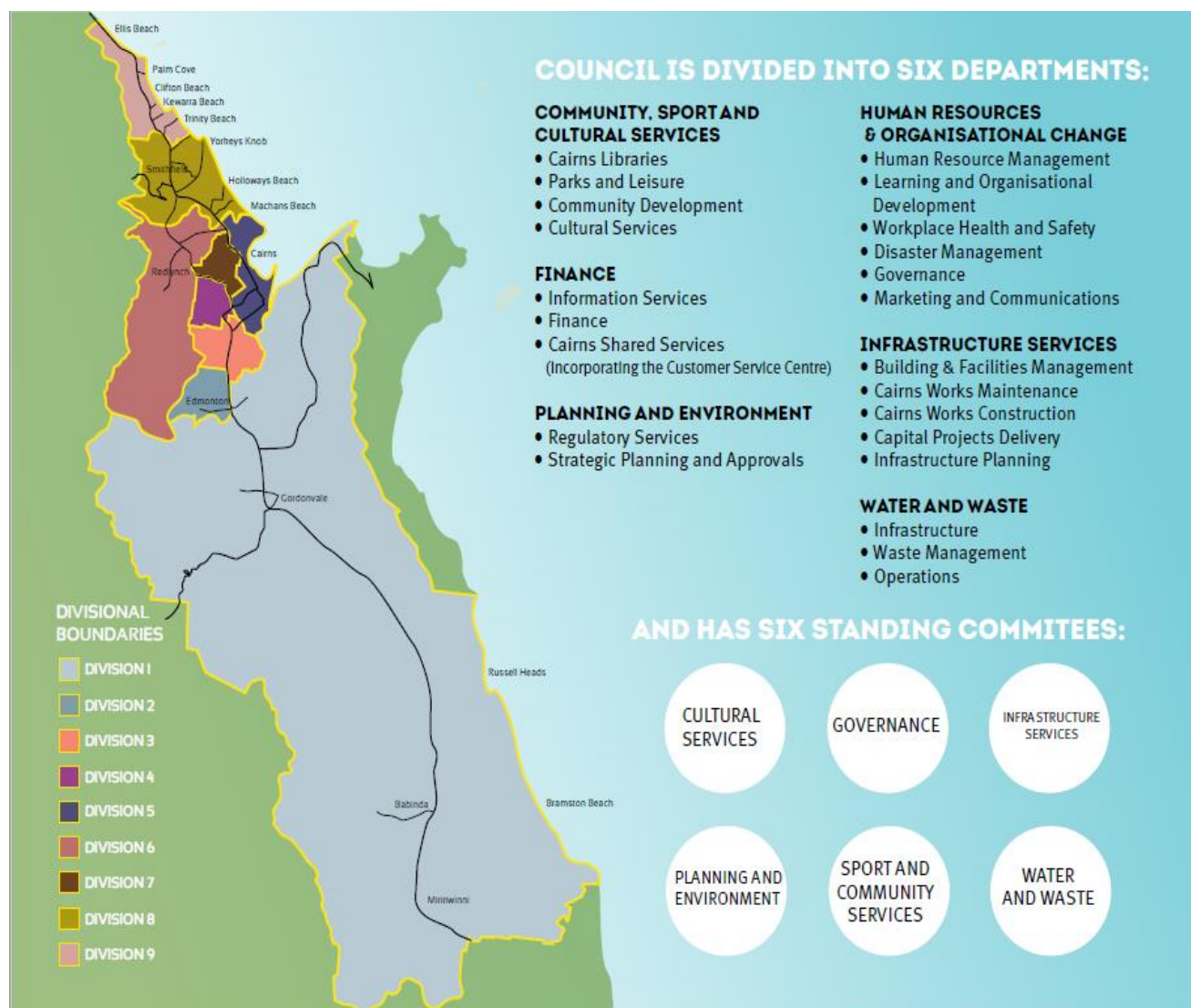
Interim General Manager Planning and Environment **General Conditions of Employment**

<u>POSITION:</u>	Interim General Manager Planning & Environment – CD001
<u>POSITION STATUS:</u>	Temporary contract position 4 – 6 months
<u>REPORTS TO:</u>	Chief Executive Officer
<u>LOCATION:</u>	Council Chambers - 119- 145 Spence Street, Cairns – Queensland
<u>HOURS OF DUTY:</u>	Monday to Friday 8.00am to 5.00pm, average of 38 hours per week. Some out of hours / additional hours as necessary to effectively achieve the duties of this position will be required.
<u>REMUNERATION:</u>	A competitive salary package commensurate with experience and qualifications will be negotiated.
<u>SUPERANNUATION:</u>	Contributions to superannuation are available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary. Employer contributions - 9.5% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
<u>PRE-EMPLOYMENT ASSESSMENT:</u>	<p>As part of the selection process progressed applicants will be required to undertake the following assessment / checks: -</p> <ul style="list-style-type: none">○ Pre-employment Medical, which will include a drug and alcohol test○ National Police / Criminal History Check○ Directorship Check○ Right to Work in Australia Check○ Qualification / Licence Verification
<u>EMPLOYMENT ELIGIBILITY:</u>	<p>To be eligible to apply for a position at Cairns Regional Council, you must fulfil one of the following criteria:</p> <ul style="list-style-type: none">○ Australian Citizen○ Permanent resident of Australia○ New Zealand Citizen○ Entitlement to work visa
<u>Web:</u>	www.cairns.qld.gov.au





Cairns Regional Council is established under the Local Government Act 2009. The elected Council consists of the Mayor and nine Councillors who each represent a division. The administration is headed by the Chief Executive Officer. Cairns Regional Council currently has approximately 1250 staff and an annual budget of more than \$294 million. The administration of Council is divided into six departments. Five departments are headed by a General Manager, and Finance is headed by the Chief Financial Officer. Each reports directly to the CEO.



To view Council's reports and plans please access: -

Annual Report:	2019-2020 Annual report
Corporate Plan:	Corporate Plan 2017-2022
Operational Plan:	Operational Plan 2020-21
Cairns Regional Council Website:	www.cairns.qld.gov.au



Reporting directly to the Chief Executive Officer, the General Manager Planning and Environment is responsible for the development and implementation of goals, services and programs in relation to strategic planning services, development application assessment and regulatory or compliance activities.

Our Planning and Environment Department has two managers reporting to the General Manager with the Department having the overall responsibility for: -

- Town planning including assessing planning and engineering applications for development
- Strategic land use planning and regional planning
- Environmental and sustainability planning and policy
- Building regulation and certification
- Property services including community leases and land tenure
- Environmental protection, public and environmental health
- Mosquito and vector control
- Cemeteries
- Local Laws
- Regulated parking
- Animal management
- CCTV and City Safety
- Major events attraction

The Regulatory Services Branch is responsible for: -

- Regulated parking and CBD compliance including footpath dining, touting, advertising and camping activities
- Local Laws and Animal Management, including abandoned vehicles, overgrown allotments, dog attacks, lost dogs, and management of the pound
- Permit compliance, including Local Laws permits and health approvals, and manages Council's Vector Control Program
- Planning, building and engineering compliance, such as building, operational works, planning and engineering approvals
- Council's CCTV and City Safe program

The Strategic Planning and Approvals Branch is responsible for:-

- Strategic Land Use Planning (preparation of master plans, local plans and the Cairns Planning Scheme)
- Sustainability programs and strategies (biodiversity, climate change, Greenhouse mitigation, State of Environment reporting, building design guides)
- Compliance with relevant State legislation, Local Laws, and the Cairns Planning Scheme
- Assessments of all building and planning applications, and monitoring compliance with relevant approvals.
- Issuing of licensing and permits
- Major and regional events attraction
- Property services
- Cemeteries

TITLE:	GENERAL MANAGER, PLANNING & ENVIRONMENT
POSITION NO.:	CD001
STREAM:	SENIOR EXECUTIVE STAFF (SES)
DEPARTMENT:	PLANNING & ENVIRONMENT
SECTION / BUSINESS UNIT :	MEMBER OF THE EXECUTIVE MANAGEMENT TEAM
UNIT / DEPARTMENT:	RESPONSIBLE FOR THE FOLLOWING BRANCHES WITHIN THE DEPARTMENT
	<ul style="list-style-type: none"> • Strategic Planning and Approvals • Regulatory Services • FNQROC
REPORTS TO:	CHIEF EXECUTIVE OFFICER

1. POSITION PURPOSE

This is a key leadership position within the Council. The occupant will develop and implement goals, services and programs in relation to strategic planning services, development application assessment and regulatory or compliance activities.

The occupant will provide leadership to staff across the Department to ensure the establishment and ongoing operation of effective service teams in order to undertake the roles and responsibilities entrusted to the General Manager by Council.

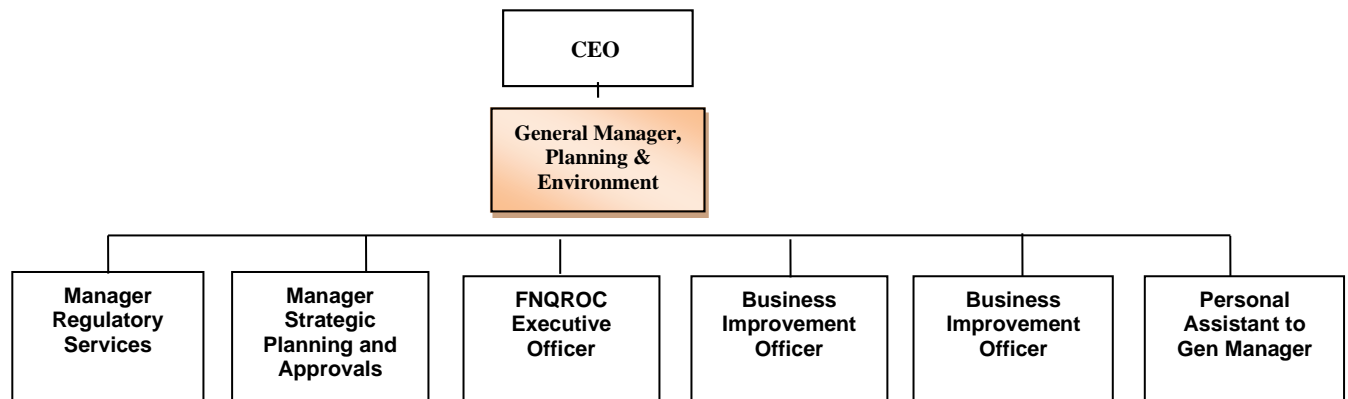
To ensure continual proactive relationships with stakeholders, the occupant will assist the Chief Executive Officer in liaising with key stakeholders of the Council. Specifically, they will assist in liaising with the Mayor and Councillors, and the Department. Where appropriate, this position will act as Department spokesperson to address media and community groups in accordance with councils media policy.

2. ORGANISATIONAL ENVIRONMENT

As a member of the Department, the incumbent must be able to work closely with Councillors and other members of the Department in the formulation of policy, corporate and strategic planning, management of the Department and high quality service delivery. General Managers will work within the operating environment of the Cairns Regional Council, and actively promote the mission and values through work style and as a Representative of the Council.

Mission:	<ul style="list-style-type: none"> • To serve the community 		
Vision:	<ul style="list-style-type: none"> • value our natural environment, lifestyle and surroundings • support and respect distinctive and vibrant communities • be innovative and creative, grow and diversify our economy 	Principle:	<ul style="list-style-type: none"> • Deliver best value customer service to the community • Promote a safety culture of 'everyone home safe & well today and everyday' • Strive to do better tomorrow what we do well today

3. ORGANISATIONAL RELATIONSHIPS



4. EXTENT OF AUTHORITY

Delegations from the Chief Executive Officer made pursuant to Section 259 of the Local Government Act 2009. Authority as delegated by the Chief Executive Officer. Please refer to the Procurement Policy for financial delegation details.

5. POSITION OUTCOMES

Accountability: STRATEGY AND BUDGET PLANNING

Outcomes

- Respond to Council's planning, environmental & compliance demands placed on Department and effectively negotiate budget and scope of projects.
- Develop, implement and monitor short term and long term plans and strategies to achieve program effectiveness and cost efficiency.
- Effective planning, prioritizing and procurement of projects relevant to community needs and demands.
- Effective long-term operational planning (5-year plan) for planning projects and environmental projects supporting the current Corporate Plan.

Measures of Performance

- Long term Strategic Plan approved by Councillors. Supported by clearly defined budget resource and financial plans suitable for implementation.
- Adequately forecasted potential budget issues and strategies, in coordination with Chief Executive Officer, General Managers and Council.
- Achievement of operating initiatives as presented in operation plan.
- Corporate reports to be provided in accordance with corporate timetables.

Accountability: COMMUNITY NEEDS

Outcomes

- Understanding of current and forecasted community needs and implications for the Department through established assessment channels.
- Planning, development, and establishment of Community need assessment channels.
- Actively create awareness of issues within the community as well as environmental issues through Community education programs.
- Meeting Community expectations through effective infrastructure planning and management.

Measure of Performance

- Evidence of processes used for determining and assessing Community needs.
- Community has access to facilities and real time facilities to provide feedback to the Council.
- Infrastructure and environmental initiatives meet and/or exceed Community needs and expectations of service delivery.

Position Description

Accountability: BUDGET AND PROGRAM MANAGEMENT

Outcomes

- Provide highest level planning, environmental and compliance advice to the Council and ETeam to ensure proposed projects satisfy the objectives of the council policy plan.
- Effective management of programs to ensure outputs follow key service and delivery guidelines, requirements and council approved budgets.
- Effective management of Department budget.
- Effective management of specific projects that support and promote the initiatives from the Council Policy Plan.

Measures of Performance

- Half yearly evaluation of Program Management efficiency and effectiveness with Chief Executive Officer.
- Projects monitored against proposed (or amended) milestones and within budget constraints, with key performance indicators, including budget, assessed to ensure established Department goals are met.
- Effective Service Delivery is evident through Community satisfaction and participation rates are meeting targets.
- Budget review reports to be provided in accordance with Corporate timetables.

Accountability: RISK AND PROGRAM MANAGEMENT

Outcomes

- Ensuring implementation of projects to comply with statutory and council requirements within the areas of (but not exclusive to) Cairns Plan 2016, Regulatory bodies, Local area plan, new social, economic and Council Legislation, Workplace Health and Safety, Public Health and other identified governing bodies and Government legislation.
- Development and maintenance of Risk Management Plan that caters for the interests of the Community and continuity of Council services.

Measures of Performance

- Provision of status reports to Council and Senior Executive Team about Department's performance, with clearly identified risks and mitigation strategies, and compliance breaches identified.
- Absence of any compliance breaches in project implementation and service delivery. Internal Audit reviews confirm compliance is met.

Accountability: STAKEHOLDER ENGAGEMENT

Outcomes

- Actively engaged with Councillors and with the Executive Team and Chief Executive Officer to encourage an understanding of the Department activities and current project developments and ensure Councillors operate within compliance boundaries.
- Represent Cairns Regional Council in key engagements and functions, actively promoting the vision and mission of Council.
- Communicate to internal staff groups and relevant external stakeholders, key messages from the council.
- Establish strong working relationships with key internal project teams that are integral to the overall success of urban planning development.

Measures of Performance

- Establishment of ongoing relationships with Council, community and industry representatives and participation in engagements and events at Council, community, and industry levels.
- Engagement of key internal project teams in project management and strategic planning discussions to ensure comprehensive assessment of projects and development applications.
- Professional membership and participation in at least one Industry Body, including the Planning Institute of Australia or relevant to area of work.

Position Description

Accountability: LEADERSHIP

Outcomes

- Lead the Planning and Environment Department and operatives in the provision of cost-efficient urban planning plans to Council.
- Lead the operations of the Department in achieving the targets within the Corporate, Operational and Branch action plans.
- Operate as an effective member of Council's Executive Management Team and encourage effective interactions across the organisation.
- Model appropriate behaviours to all staff in the organisation.
- Foster professional development through coaching, mentoring, providing opportunities to advance technical expertise and provision of continual learning opportunities.
- Model commitment to the Safety Circle ethos of *'working inside the circle'* and to continuously work towards building and maintaining a culture that reinforces the key driving value of staff going home safe and well each and every day.

Measures of Performance

- Provides a role model for the key qualities of the Council's vision and actively encourages the same in staff measured through staff feedback and engagement.
- Clear career succession programs are developed and circulated to the Department and CEO. Staff's potential is recognised with appropriate rewards.
- Development and implementation of key performance and development plans for staff within Department.

Accountability: CONTINUOUS IMPROVEMENT

Outcomes

- Identify long-term visions for the changing needs of the community and the operating environment of the Council.
- Engage in creative solution developments for managing projects and addressing community needs for the short-term and the long-term focus.
- Introduction of new work practices and technology in light of market trends and industry developments.

Measures of Performance

- Long-term environmental impacts and considerations are assessed and presented to Council to assist in the development of appropriate projects.
- Department receiving recognition for Innovative business activities.

Incumbent will also perform other duties as required commensurate with this classification level and other duties that are reasonably directed.

6. CAPABILITY and QUALIFICATION REQUIREMENTS

Applicant must have:

- Extensive senior management experience within large organisations.
- Experience in controlling major budgets, in managing a large and diverse number of staff. Experience in project management including liaising and working with a range of professionals and representatives from all levels of government and private sector.
- Proven track record in developing and working with a team of specialist managers, maintaining strategic focus and direction for the group.
- Commitment to Council by maintaining a culture of Best Practice as the means to improve our service delivery processes.

- Commitment to the principles and philosophy of customer service.
- Compliance with the recordkeeping and systems requirements of the *Public Records Act (2002)* and Information Standard 40.
- Understanding of and exercise responsibility for Workplace Health and Safety, Environmental Protection, EEO, Anti-discrimination and privacy obligations.
- Current Queensland "C" class driver's licence.

7. PERSONAL PERFORMANCE PLAN

A Personal Performance Plan detailing the outcomes of this position is utilised during the course of employment and is reviewed with the Chief Executive Officer on a six (6) monthly basis and signed annually as part of the Cairns Regional Council Performance Management System.

8. SELECTION CRITERIA

ESSENTIAL:

- SC1:** Proven leadership experience with a focus on strong relationship management and excellent negotiation skills with a proven reputation for people management and high quality service delivery focus.
- SC2:** A demonstrated urban planning experience, project management experience and knowledge of project management, planning scheme development and methodology.
- SC3:** High level knowledge of National and State Government policies and programs in the Urban Planning and Development area. Must also possess experience in managing urban planning programs at a local or regional level. Sensitivity awareness to economic and environmental factors within the Cairns community and the ability and judgment to resolve conflicting objectives.
- SC4:** Proven experience in conducting Needs Assessments for large service groups, in addition to advanced analytical and problem solving skills, and ability to work across a variety of disciplines at a strategic level.
- SC5:** Ability to respond to changing operational environments and continuing to ensure a high level service is delivered to the community.
- SC6:** Excellent oral and written communication skills and proven ability to communicate and network with external parties, including media and industry partners.
- SC7:** A recognised Tertiary qualification or substantial relevant experiences.

DESIRABLE:

- SC1:** Proven experience in mentoring and coaching management in applicable working styles and skill development.
- SC2:** Possession of the legislative framework in which Local Government operates and an understanding of the political process at the Local Government level.