



Position Description

Position Title	Manager, Development Contributions and Strategic Projects
Section	Strategic Land Use Planning
Division	Strategy & Growth
Reports to	Group Manager, Strategic Land Use Planning
Grade	18
Direct Reports	3
Indirect Reports	nil

The Position

Position purpose

The Development Contributions Manager will play a key role in the development of Council's strategic land use planning. He/she will manage the operation of Council's Development Contributions functions and the delivery of related strategic planning projects in accordance with relevant legislation, to achieve high quality planning outcomes for the Port Macquarie-Hastings community.

Strategic responsibilities

Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives

Manage team plans and budgets, to ensure they are meeting organisational priorities, goals and objectives

Apply understanding of political, social and legal influences in conjunction with organisational culture to all initiatives and actions

Provide best practice and timely advice to the Group Manager and Director

Organisational responsibilities

Model Council's organisational values and related behaviours, at all times setting a strong example for the team

Work across Council to encourage cross-divisional cooperation and collaboration to achieve best value for money and high quality outcomes for the community, including promotion of enhanced awareness of team functions

Apply organisational policies and procedures in day to day work

Support Council to build a reputation of proactive communication and interaction with community members and stakeholders



Team responsibilities

- Provide consistent and decisive leadership to the team
- Develop, mentor and empower staff to build a high -performance team culture
- Implement effective, efficient and sustainable management practices for the human, physical, financial and information resources of the team
- Ensure your team's functions deliver Council's Community Strategic Plan, Delivery Program and Operational Plan
- Recommend changes to Council policy / practice to reduce 'red-tape' to deliver on community strategic plan priorities
- Review team individual performance through the Employee Engagement Process
- Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services
- Use appropriate technology to prepare professional quality planning documents and to assist with communication

Other position specific responsibilities

- To prepare, coordinate and input to the preparation of strategic planning reports and strategies, Development Contributions Plans and Development Servicing Plans.
- To prepare and exhibit draft planning proposals and development control plan provisions in accordance with relevant legislation.
- To oversee the delivery of key outputs by consultants associated with projects in accordance with agreed briefs and without significant cost overruns.
- To ensure that Development Contributions Plans and Development Servicing Plans are prepared and up-to-date to cater for anticipated population growth.
- To prepare and negotiate Planning Agreements to provide increased certainty for Council regarding key planning deliverables, such as arrangements for the delivery of key infrastructure to specific developments.
- To ensure that procedures and processes are in place to manage Council's ongoing responsibilities in relation to development contributions and planning agreements, including the assessment of contribution requirements for development.
- To monitor and report on the content and status of contributions plans and planning agreements, including population growth rates and contribution income.
- To monitor relevant legislation in relation to the above responsibilities and implement measures to ensure compliance with that legislation.
- To undertake research during policy development, including regional networking, to determine best-practice planning outcomes.
- To prepare and review project plans to guide the implementation of projects.
- To successfully integrate community participation throughout the project, in accordance with Council policy, to effectively and efficiently obtain input from key stakeholders and other interested persons.
- To coordinate internal input from Council staff in relation to planning projects.
- To prepare clear and concise reports to Council, in accordance with Council protocols to meet agenda deadlines.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values-based behaviours will form the basis for individual employee performance assessments.

Values-based behaviour for Executive Group, Group Management & Line Management

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I provide and accept regular, valid and objective feedback in relation to individual performance• I share strategic direction and information with my team in a timely manner• I actively listen to my staff and stakeholders, and act as required• I define and clearly communicate roles and responsibilities to achieve team outcomes
Accountability	<ul style="list-style-type: none">• I drive a culture of achievement and acknowledge input of others• I take ownership for the delivery of my areas of responsibility• I am responsible and timely in my decision-making• I accept my WHS responsibilities, promote WHS across all areas in Council, and ensure my team are actioning their WHS responsibilities
Professionalism	<ul style="list-style-type: none">• I promote Council's strategic direction and show the way to achieve it• I uphold and support management's position on issues• I use feedback to enhance my own performance• I raise critical issues and make tough decisions
Integrity	<ul style="list-style-type: none">• I model Council's organisational values and related behaviours at all times• I am open and honest in all my business activities and consider all views• I ensure that my people behave in a consistent manner• I create an environment where staff can speak up and speak out
Teamwork	<ul style="list-style-type: none">• I mentor and coach my team• I work collaboratively across the organisation, and encourage my team to do the same• I foster an environment where team members feel comfortable to participate, and where ideas are valued• I build a culture of respect and understanding across the organisation

Document Endorsement

Date	<u>28 February 2019</u>	Group Manager	<u>Strategic Land Use Planning</u>
Date	<u>01 March 2019</u>	Director	<u>Strategy & Growth</u>

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name	<hr/>
Employee Signature	<hr/>
Date	<hr/>