

POSITION DESCRIPTION	
Title:	Manager Planning and Urban Release
Group:	City Development
Reports to:	Group Manager City Development
Grade:	22
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	3
Number of Indirect Reports:	8
Vehicle:	Yes – Category A or B
Position Code:	70135
Pre-placement Medical:	Not required
National Police History Check:	Required
WWCC Check:	Not required
Date Developed:	
Date Reviewed:	October 2022
Position Purpose	
<p>To effectively lead and motivate the statutory planning team of Council by providing direction and leadership to ensure high performance in the delivery of planning advice and the assessment of development applications.</p> <p>To effectively lead and motivate the urban release team, to ensure high performance in the delivery of matters relating to greenfield development giving regard to the long-term urban release areas within the City and Council’s role as Principal Certifier.</p> <p>To effectively build strong and lasting relationships by maintaining a high degree of customer and stakeholder engagement, internally and externally.</p> <p>To lead, manage and champion organisational change and reform ensuring the vision of the organisation is supported.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<u>Essential:</u>	
<ul style="list-style-type: none"> • Relevant degree qualifications in Urban and Regional Planning. 	

- Demonstrated extensive experience in analytical and innovative problem solving skills and a highly developed ability to interpret relevant legislation in context of development application assessment.
- Demonstrated extensive experience in providing motivation, leadership and support to technical professional staff.
- Demonstrated high level communication skills including negotiation and conflict resolution with internal and external stakeholders.
- Experience in implementing continuous business improvement in a customer focused environment.
- Experience in developing and implementing workplace accountability and corporate behaviours.
- Strong organisational skills with the ability to work within timeframes and meet deadlines.
- Demonstrated ability to represent Council in the Land and Environment Court.
- Ability to contribute to the development of a departmental budget in line with strategic and management plan requirements for Council approval.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.
- Current NSW Driver's Licence – Class C.
- Ability to pass a National Police History Check.

Desirable:

- Experience in management of greenfield development.
- Experience in engineering development assessment.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Manage and lead the provision of Development Assessment and Planning Advice Services:

- Manage the processing of Development Applications.
- Management of NSW Land and Environment Court Appeals.
- Ensure that all application processes and planning advice is accurate, consistent and correct against relevant legislation.
- Management of correspondence from Councillors and the Executive Management Team (ELT).
- Manage the allocation and prioritisation of work within the team, monitor workloads, service levels and outputs across the internal referral processes to ensure compliance with agreed timeframes and standards.

Manage and lead the Urban Release Area function:

- Lead and manage the complete lifecycle of urban release development in context of statutory planning as well as Councils role as Principal Certifier for Subdivision Works Certificates and Subdivision Certificates.
- Manage and promote quality service delivery to internal and external customers, ensuring the timely, efficient and accurate assessment and determination of all applications to deliver quality outcomes that protects our natural features and enhances the built environment in urban release area.
- Lead and build capacity to think strategically, critically, logically and innovatively in the delivery of greenfield development.
- Ensure effective collaboration and communication across multiple disciplines, with other Council directorates.
- To measure and assess the performance of the City Development - Planning functions and by continued management of agreed performance outcomes by ensuring alignment with Council's Community Strategic Plan, Delivery Program and Operational Plan.

To provide leadership, coaching and mentoring to staff:

- Lead and motivate team members and provide clear goals and vision for the team to align with the Council objectives.
- Provide expert knowledge, advice and guidance on all aspects of the role to support staff.
- Role model the Shellharbour City Council values and behaviors.
- Promote a framework for decision-making and problem solving to ensure decision-making processes are appropriate.
- Keep staff informed of relevant issues within Council.
- Ensure staff receive feedback regarding their performance including annual performance and development review.
- Recommend training and development opportunities for staff within budget.
- Ensure effective day-to-day functioning of the Team and be aware of the well-being of the team.

Contribute to the overall team and organisational performance:

- Lead the development and management of the teams Business Improvement initiatives.
- Be accountable to keep abreast with changes in legislation, which relate to the teams functions and activities.
- Establish and promote a culture, which encourages a consistent emphasis on continuous improvement.
- Attend and participate in management meetings and other committees and work cooperatively with other Council Officers.
- Be available to respond to elected representatives questions when relevant papers are presented to Council.
- Develop and maintain contacts with industry, professional, and government bodies.
- Support and act in the position of Group Manager City Development as required.
- Represent Council in the Land and Environment/Local Court.

- Assist the Group Manager City Development in improving the procedural day to day activities of the department.
- Promote, encourage and endorse Environmental Leadership throughout the organisation.
- Maintain corporate standards for all staff within City Development – Planning.

Budget:

- Manage team Department Budget items, including order and purchasing within delegations.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.