



Director Shire Planning

POSITION PROFILE

Division	Shire Planning	Status	Full-Time, Contract
Reports to	Chief Executive Officer	Salary Grade	Package

STRATEGIC INTENT

- Increased Confidence Levels**
To ensure our community, council, employees and stakeholders have confidence in the advice and information they are provided is accurate and timely, assisting strong decision making that meets our objective of creating a thriving community of active lives connected to nature.
- Improved Strategic Facilitation**
To respect council's role in providing value added services to the community now and in the future, by ensuring council services evolve through open, informed and integrated strategic decision making with a focus on research, planning and performance management and measurement.
- Improved Strength and Sustainability**
To ensure we evolve within our means, adapt to changing demands and provide best value from our limited resources creating a strong and sustainable future for our community.

POSITION PURPOSE

To lead and manage the Shire Planning Division, embedding the preferred organisational culture, to maximise the capacity of the organisation to meet the needs of the community, now and in the future, and ensure strong community confidence in Council by:

Leadership and strategic thinking - exhibit leadership qualities and decision making that evolves organisational direction and expectations.

- Lead on the strategic direction and long-term viability of the organisation.
- Inspire a sense of purpose and direction.
- Give people the autonomy they need to achieve outcomes.

Results focus approach- performance that is focused on delivering agreed outcomes within agreed timeframes and budget.

- Drive performance by holding individuals and teams to account for achieving expected outcomes
- Build organisational and people capability and responsiveness.
- Inspire a sense of purpose and direction.
- Direct and prioritise a solution-focused, proactive (rather than reactive) approaches towards matters that are important to the organisation and the community.

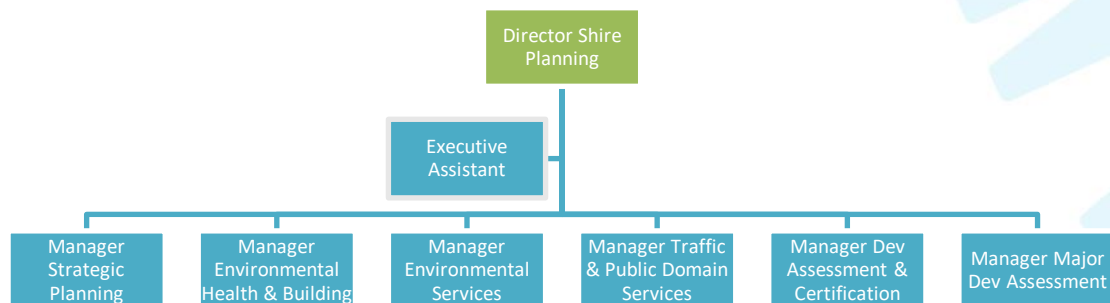
Collaborative and respectful relationship building - constructive relationships that are based on trust, honesty, fairness and equality.

- Promote integrity and demonstrates accountability by ensuring an environment where communication is fair, considered and constructive.
- Commit to customer service by nurturing internal and external relationships.
- Ensure senior management make timely, fact-based and well-considered decisions
- Engage with Councillors and other key stakeholders in a positive manner that enables CSP Community Outcomes to be progressed.

Taking Personal accountability - accept personal accountability for workplace actions and consequences.

- Respond positively to feedback by taking action, making changes, and improving performance - learns from mistakes.
- Engage with risk and demonstrate personal courage.
- Commit to professional development and continuous self-improvement - identify learning opportunities in everyday work
- Think ahead, listen, understand and adapt to changing circumstances and customer needs, particularly when decisions have not reflected personal perceptions and contributions

STRUCTURE AND VALUES



Descriptors	<p>Collaborate We are a united team. We work together to deliver great outcomes for our community.</p> <p>Achieve We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.</p> <p>Respect We communicate openly, act with integrity and are inclusive.</p> <p>Evolve We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</p>
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POSITION CAPABILITIES AND ACCOUNTABILITIES

Core Capabilities

Community and Customer Focus

Highly Advanced

- Creates an organisational culture which embraces high quality customer service
- Ensures that management systems, processes and practices drive service delivery outcomes
- Ensures that community and customer needs are central to strategic planning processes
- Establishes systems to set and monitor service delivery standards in line with customer and community expectations
- Ensures council services contribute to social, environmental and economic sustainability in the community

Plans and Prioritises

Advanced

- Ensures business plans and priorities are in line with organisational objectives
- Uses historical context to inform business plans and mitigate risks
- Anticipates and assesses shifts in the environment and ensures contingency plans are in place
- Ensures that program risks are managed and strategies are in place to respond to variance
- Implements systems for monitoring and evaluating effective program and project management

Delivering Results

Highly Advanced

- Creates a culture of achievement by setting stretch goals and high expectations for self and others
- Shares leadership responsibility and decision making authority, where possible
- Drives organisational activity in an environment of ongoing change and uncertainty
- Identifies and removes potential hurdles to achievement of sustainable outcomes

Manage and Develop People

Highly Advanced

- Creates a climate in which people across the organisation want to do their best
- Ensures the organisation engages in effective performance management, development planning and talent identification
- Drives executive capability development and ensures effective succession management practices

	<ul style="list-style-type: none"> - Creates a climate in which senior staff value regular feedback, continuous learning and new experiences - Ensures workforce management systems, policies and practices are inclusive of all individuals - Instils a sense of urgency around addressing performance problems among leaders in the organisation <p>Inspire Direction and Purpose</p> <p><i>Advanced</i></p> <ul style="list-style-type: none"> - Translates organisational vision and strategy into operational goals to help team members understand their own contribution - Builds a shared sense of purpose through involving people in defining priorities and cascading goals - Regularly communicates progress against directorate and organisational goals - Creates opportunities for recognising and celebrating high performance at the individual and team level <p>General</p> <ul style="list-style-type: none"> - Any other duties within area of skill as directed.
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PERFORMANCE EXPECTATIONS

Performance expectations for this position are as agreed and outlined in the position description and annual performance agreements.

SELECTION CRITERIA / SUCCESS PROFILE

Success Profile	<p>Qualifications:</p> <ul style="list-style-type: none"> - Degree in Town Planning or related field. - Substantial experience at an equivalent level in Local or State Government. <p>An ability to generate successful management outcomes for council and the community because:</p> <ul style="list-style-type: none"> - You will think creatively by generating alternatives, visualising new possibilities, challenging assumptions and opening yourself up to new information. - You will have strong leadership skills and proven ability to build a high performing team. - You will have proven relationship management and consultation capability including managing complex negotiations.
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	<ul style="list-style-type: none"> - You will have strong planning skills with a proven ability to determine and use resources in the most effective way. - You will have a proven ability to anticipate changing environments and to develop strategies to position council to make constructive decisions. - You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective strategic relationships with people at all levels both internally and externally. - You will have high level business acumen and ability to successfully apply commercial principles within a community and political context. - You have the demonstrated technical skills and experience required to perform the role successfully, including financial management and asset management. - Experience in implementing large scale organisational and cultural change across areas of responsibility. - You will have significant experience in leading and managing strategic organisational projects.
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CORPORATE OBLIGATIONS

Employees	<p>The direct reports to this position are:</p> <ul style="list-style-type: none"> - Manager Strategic Planning - Manager Environmental Health and Building - Manager Environmental Services - Manager Traffic and Transport Services - Manager Major Development Assessment - Manager Development Assessment & Certification - Executive Assistant
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.

Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate.
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery.
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement.

SPECIFIC CONDITIONS OF EMPLOYMENT

- Five Year Term Contract in accordance with Senior Staff contract developed by Dept. Local Government.
- Total Remuneration Package inclusive of employer superannuation.
- Option of novated lease motor vehicle for business use.