

# Position Description



<b>Position Title:</b>	Manager Planning and Development
<b>Position Objective:</b>	The purpose of the role is the management of Council's Strategic Planning, Land Use Planning and Growth Area functions.
<b>Position Number:</b>	5201
<b>Business Unit:</b>	Planning and Development
<b>Directorate:</b>	Place and Community
<b>Location:</b>	Bairnsdale
<b>Reports to:</b>	General Manager Place and Community
<b>Supervises/Manages:</b>	Strategic Planning Projects Coordinator, Statutory Planning Coordinator, Municipal Building Surveyor, Land Use Administration Team Leader and Coordinator Bushfire Rebuild Support Service
<b>Employment Status:</b>	Full time, ongoing
<b>Award Classification:</b>	Senior Executive Officer Contract
<b>Salary Range / Hourly Rate:</b>	As per Senior Executive Officer Contract
<b>Superannuation:</b>	As per Superannuation Guarantee Legislation
<b>Vehicle Provision:</b>	Private Use
<b>Qualification Period:</b>	Six months
<b>Enquiries:</b>	General Manager Place and Community (03) 5153 9500
<b>Date:</b>	June 2024
<b>Police check required:</b>	Yes
<b>Working with children check (employee type) required:</b>	No
<b>Pre-employment medical required:</b>	No
<b>COVID-19 vaccination required:</b>	No

## Our Council Plan Vision

East Gippsland is an inclusive and innovative community that values our natural environment, puts community at the centre of Council decision-making and creates the conditions in which communities can thrive.

## Values

Creating a great place to work that delivers quality services to our customers and community



### RESPECT

We treat all with courtesy and dignity

#### BEHAVIOURAL STATEMENTS

- Listening with a genuine intent to understand and inform decisions
- Treating each other with empathy, equity and kindness
- Acknowledging different views in decision making



### INTEGRITY

We focus on taking the correct course of action

#### BEHAVIOURAL STATEMENTS

- Acting honestly and ethically
- Being open and transparent
- Building trusted connections



### COLLABORATION

We build and maintain productive relationships

#### BEHAVIOURAL STATEMENTS

- Helping each other deliver our shared outcomes
- Being actively engaged and sharing information
- Being clear about roles and responsibilities



### ACCOUNTABILITY

We are responsible for our actions and outcomes

#### BEHAVIOURAL STATEMENTS

- Being transparent in our decision making
- Accepting responsibility for our actions
- Delivering on our commitments

## We are an Accessible and Inclusive Employer

East Gippsland Shire Council is committed to being a diverse and inclusive organisation that supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander people, people who identify as LGBTIQ+, gender diverse people, religiously, culturally and linguistically diverse people and people of any age.

East Gippsland Shire Council is committed to upholding the Child Safe Standards and has a zero tolerance for child abuse and harm. To uphold these standards a valid working with children check is required to be held for applicable positions.

## Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OHS) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OHS legislation and Council's OHS policy.

## Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks and comply with Council's Risk Management policy.

## Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

## Position Objective

The purpose of the role is to be responsible for the management of Council's Strategic Planning, Land Use Planning and Growth Area functions.

The role is accountable to the General Manager Place and Community for ensuring the achievement of corporate and departmental objectives regarding the following functional areas:

- Land Use (Statutory) Planning;
- Strategic Planning;
- Growth Area coordination; and
- Subdivisions.

## Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Corporate Responsibilities	Participate with the Strategic Leadership Group to establish and implement strategic direction for the organisation.
	Review and develop policies and procedures.
	Ensure that the General Manager Place and Community is kept informed on significant issues within areas of responsibility.
Management Responsibilities	Provide leadership, direction, and support to staff.
	Effectively communicate relevant policies and decisions of Council to staff and to ensure compliance.
	Manage the implementation of organisational development and continuous improvement initiatives within the Group.
	Embed a consistent focus on customer experience throughout the business unit and continue to review and improve the customer experience.
	Ensure that effective and efficient structures and processes are in place to ensure that staff have a clear understanding of their roles and responsibilities.
	Ensure the effective general management and management of resources of the Council in the areas of responsibility including the development of business plans for the delivery of services - which support the annual plan and reflect strategic direction.
	Implement measures to ensure compliance with Occupational Health and Safety, Risk Management and Human Resource Management policies including associated legislative requirements.
	Undertake regular performance appraisal of direct reports to ensure performance development and ongoing training and personal development to meet operational needs.

	Provide support, guidance and encouragement to supervisory staff to undertake performance development of their staff.
Technical Responsibilities	Provide strategic advice, direction and guidance on the management and delivery of services to the community.
	Provide advice to Council and Executive in relation to strategic and statutory planning and the coordination of growth.
	Represent Council in relevant planning and public forums including (but not limited to) the Victorian Civil and Administrative Tribunal and Planning Panels.
	Identify and develop policy options for associated client services.
	Produce strategic and operational plans for the longer-term management, control and delivery of associated client services.
Occupational Health and Safety	Responsible for adhering to relevant Occupational Health and Safety legislation and complying with Council's Occupational Health and Safety policy and procedures.
	Understand and adhere to your responsibilities and accountabilities for Occupational Health and Safety within East Gippsland Shire Council as per the OHS Responsibility Procedure.
General	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Demonstrate the values of Respect, Collaboration, Integrity, Accountability.
	Act in accordance with Council and Management Policies, relevant legislation and Council's Staff Code of Conduct.

### Accountability and Extent of Authority

This position has broad freedom to act, restricted only by goals, legislation, Council policy and any directives from the General Manager Place and Community. Decisions and actions taken may have a substantial and lasting effect on the organisation and on the community.

The position is responsible for the performance of the Unit and plays a key role in the organisation. The incumbent is expected to apply initiative and innovative thinking to achieve organisational objectives.

### Judgement and Decision Making

This position involves high level problem solving, effective planning, and the identification and development of policy options.

The incumbent must be a strategic thinker in addition to demonstrating sound judgement in a diverse range of difficult situations. Effective judgement is critical in making decisions that may have economic, political and social consequences.

### Specialist Skills and Knowledge

Sound knowledge of Urban Planning legislation and practices.

Business acumen and business planning skills

Sound knowledge of Occupational Health and Safety practices.

Conversant with Local Government statutory requirements.

Higher level skills in written and verbal communication.

Analytical skills in policy and procedure development.

Equally important is an understanding of the political, legal, and socio-economic context in which Council operates. An understanding of relevant legislation is also required.

## Management Skills

Advanced human resource management and organisational development skills.

Performance management and performance development skills in leading a multi-disciplinary team.

Management skills to achieve organisational goals and objectives, to minimise risk and to create and take advantage of opportunities.

Change management skills.

Proven leadership skills at a senior level.

## Interpersonal Skills

Ability to establish and maintain productive relationships with internal and external stakeholders including associated government and non-government agencies and service and funding providers.

High level negotiation skills in achieving optimal outcomes for Council.

Ability to enhance relationships within the Leadership Team and to lead, motivate and develop Coordinators and other staff.

Proven ability to develop sound and appropriate relationships with internal and external stakeholders.

## Qualifications and Experience

Tertiary qualifications in a related discipline.

Experience at management level or higher in local government, private sector or a multi-functional organisational environment.

Experience in human resource management.

Experience in managing multi-disciplinary teams.

Proven capacity to deliver proactive, coordinated and sustainable Local Government management practices in areas of responsibility.

Proven ability to build positive culture in teams.

A current, valid Victorian driver's licence.

## Behavioural Competencies

You create, lead and model a positive, solution-focused culture\*

You ensure a culture of action and exceptional customer service\*

You treat all people with courtesy and respect\*

You manage poor staff performance and behaviour

You demonstrate positive performance development of your staff

You have highly developed interpersonal skills

You consistently demonstrate and model our values

You are competent in managing human resources

You demonstrate strategic and critical thinking/planning and continuous improvement across operations and projects

You demonstrate an understanding and knowledge of business unit/operational planning processes

*\* Further information on achieving these behaviours can be found in our Staff Code of Conduct*

## Key Selection Criteria

Formal qualifications or demonstrated relevant experience.

Track record in achieving results at management level.

Specialist knowledge across a range of fields associated with the unit.

Leadership, negotiation, and human resource management skills.

Health and safety and risk management expertise.

Financial management skills.

Proven problem-solving abilities, strategic thinking and sound judgement.

Proven ability to build teams and positive culture.

Proven ability to develop policy and processes.

A current, valid Victorian driver's licence.

## Approval

APPROVED BY: Fiona Weigall, Chief Executive Officer

Date: June 2024