



Candidate Information Pack

Director Development and Planning



Swan Hill Rural City Council A great place to work

Our Vision

We have a great place to live, work and grow, shared by our diverse culture and connected community.

To help bring this Vision to life, Council must lead with purpose, act in partnership, and remain accountable to the community's goals. This begins with a mission and a set of values that shape how Council works, makes decisions, and builds trust across our municipality.

Our Values



Community Engagement

We ensure that our communities are consulted, listened to, and informed.



Accountability

We are transparent and efficient in our activities, and we consistently value and welcome feedback.



Leadership

We play a central role in our community - actively engaging to shape a shared vision on strategic issues, while providing strong advocacy and decisive action.



Fairness

We value and embrace the diversity of our community and ensure that all people are treated equally.



Trust

We act with integrity and earn the community's trust by being a reliable partner providing services, projects and facilities.

Our Mission

We will lead, advocate, partner and provide efficient services and opportunities for the growth and wellbeing of our community, environment, and economy.



Work in Swan Hill

Swan Hill is a bustling provincial centre just three and a half hours from Melbourne and five and a half hours from Adelaide. V/line offers train and bus services to and from Swan Hill.

Located on the banks of the Murray River, our region offers a relaxed lifestyle, scenic views but with all the features you expect from the city.

Swan Hill is home to three major supermarkets; a diverse range of award winning restaurants and cafes; a wide variety of retail stores; gyms and sporting clubs; and is home to the iconic Pioneer Settlement and world class Heartbeat of the Murray laser light show, our region also boasts a variety of tourism and recreational experiences.

Our community is proud, welcoming, and with more than 40 nationalities represented, offers a diverse and culture-rich experience.

Work for Council

Be part of a dynamic and growing team when you work for Swan Hill Rural City Council. Enjoy career progression opportunities, an active social club, subsidised gym memberships, 15% superannuation, 5 weeks annual leave and more!

Position Profile

Director Development and Planning

The Director of Development and Planning plays a vital leadership role in creating and sustaining a dynamic living environment for the community by guiding and managing the Council's Development and Planning functions, ensuring operational efficiency and strategic alignment with the organisation's broader objectives. Reporting directly to the Chief Executive Officer, this position is accountable for delivering strong governance, effective leadership, and robust financial oversight across key areas, economic and community development environmental health, regulatory services, planning and development functions and the Pioneer Settlement business.

Leadership and Strategic Mindset

The Director of Development and Planning will be a dynamic and inspiring leader, adept at motivating multidisciplinary teams while balancing strategic vision with practical operational management. This role requires exceptional communication skills and a proactive, solutions-focused approach to ensure the organisation remains resilient, agile, and future-ready.

A strategic mindset, coupled with strong analytical and problem-solving capabilities, is essential for driving continuous improvement and supporting long-term economic sustainability. Precision and a high level of personal organisation are critical to maintaining accuracy and efficiency in financial oversight.

In addition, the Director must demonstrate cultural awareness and foster an inclusive, collaborative workplace that reflects the values and diversity of both the workforce and the broader community. The ability to engage effectively with staff, Councillors, and stakeholders is vital, as is contributing meaningfully to the governance and overall performance of the Council.

Applicants who do not address the key selection criteria in their application may not be considered.



21,212	Our population (ABS ERP 2023).
6,116km²	Our area
4,492km	The length of our local roads
11,849	Our rateable properties
\$1.092 billion	Gross regional product
7,927	People working
70M	Council budget
200	Council EFTs

Swan Hill Rural City Council

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General Information

Equal Employment Opportunity

Swan Hill Rural City Council is an equal opportunity employer. Council is committed to providing a safe, harmonious and productive working environment for all employees. We ensure fair, equitable and non-discriminatory consideration is given to all applicants. We exercise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Pre-Employment Checks

Pre-employment medical examinations, police checks or working with children checks may be required for certain positions within Council. The requirement of these checks will be advertised and included within the position description.

Pre-Requisites for Employment

It should be noted that successful applicants will be required to provide proof of eligibility to work in Australia prior to commencement of duties. This may be in the form of a passport or birth certificate identifying Australian citizenship or a valid work visa.

Pre-Employment Health Declaration

The successful applicant will also be required to complete Swan Hill Rural City Council's "Disclosure of Pre-Existing Injuries" Form. This formally notifies Council of any pre-existing injury or disease that the incumbent has suffered that could be affected by the nature of the proposed employment.

Failure to make a disclosure, or making a false or misleading disclosure, may disqualify the incumbent from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to the nature of their employment with the Swan Hill Rural City Council Pursuant to Section 41 of the Workplace Injury Rehabilitation And Compensation Act 2013.

Qualifying Period

New employees at Council will be required to complete a six-month qualifying period. During this qualifying period, you will be involved in regular reviews to ensure that you are completing your position to the required expectation. The reviews give you the opportunity to openly discuss any concerns with your supervisor.

Information Privacy and Confidentiality

All information acquired is treated confidentially, in accordance with the Privacy and Data Protection Act 2014 and Health Records Act 2001. The personal information supplied as part of your application is collected by Swan Hill Rural City Council for recruitment and selection purposes and will be used solely by Council for the primary purposes it was collected.

Unsuccessful applications and assessments will be destroyed after 18 months of the appointment of the successful applicant, in accordance with the General Disposal Authority for Common Administrative Records.



Position Description

Director Development and Planning

Title: DIRECTOR CORPORATE SERVICES

Award: Swan Hill Rural City Council Enterprise Agreement 2024

Classification: SENIOR OFFICER—EMPLOYMENT AGREEMENT

I have read and understood the requirements set out in this Position Description.

Occupant:

NAME OF OCCUPANT

Date

SCOTT BARBER
Chief Executive Officer Date

Date

HR Only

Date PD register updated:
Signature:

Records Only

Document ID Number:
File Number

Position Description



Position Title	Director Development and Planning
Position Number	004
Position Type	Full-time
Term Type	Five-Year- Fixed Term Agreement
Directorate	Development and Planning
Reports to	Chief Executive Officer
Award	Swan Hill Rural City Council Enterprise Agreement 2024
Classification	Executive Employment Agreement
Acknowledgement	<i>I have read and understood the responsibilities, duties, and expectations outlined in this Position Description. I acknowledge that this document may be reviewed and updated as necessary to reflect changes in the role or organisational requirements.</i>

Contents

Accountability Statement	3
Position Objective	3
Key Responsibility Areas	3
Economic Development	3
Planning and Development	3
Pioneer Settlement	4
Financial Management	4
General Leadership	4
Risk Management	5
Emergency Management	5
Other	5
Organisational Responsibilities	5
Compliance and Risk Responsibilities	5
Gender Equality	5
Customer Service	6
Police Check	6
Primary Physical Requirements	6
General Information	6
Conditions of Employment	6
Proof of Qualifications	6
Disclosure of pre-existing injuries	6
Accountability and Extent of Authority	7
Judgement and Decision Making	7
Specialist Skills and Knowledge	8
Management Focus	8
Interpersonal Skills	8
Qualifications and Experience	9
Organisational Relationships	10
Performance Criteria	10
Key performance indicators	10
Key Selection Criteria	11
Qualifications and Experience	11
Interpersonal Skills	11
Management Focus	11
Judgment and Decision Making	11

Accountability Statement

The Director Development & Planning is accountable to the Chief Executive Officer (CEO) and provides timely, expert and strategic information and advice to the CEO and Executive Leadership Team (ELT) to support informed decision-making.

The role will drive performance, service delivery and continuous improvement across the directorate. As a member of the ELT, the Director contributes to organisational strategy, provides strong leadership, and promotes collaboration across all directorates to achieve Council's objectives.

Position Objective

To create and sustain a dynamic living environment for the community, through effective leadership and management of the performance and strategic direction of Council's economic and community development, environmental health, regulatory services, planning and development functions and the Pioneer Settlement business.

This is a critical multifunctional executive role with key leadership accountability for the vision, strategy, and the implementation of innovation that simultaneously reduces service costs, improves efficiencies and enhances customer satisfaction and community outcomes.

Key Responsibility Areas

Economic Development

- Advise Council and the Executive Leadership Team on matters of strategic economic importance.
- Develop strategies, policies and procedures to ensure that Council achieves its economic development objectives.
- Work closely with industry representatives, government departments, and other councils to promote the interests of the municipality.
- Review and implement Council's Economic Development Strategy.

Planning and Development

- Advise Council and the Executive Leadership Team on matters of strategic planning importance.
- Develop strategies, policies and procedures to ensure that Council achieves its planning and compliance objectives.
- Create and maintain a "can-do" culture within the department with an emphasis on excellent customer relations and quality service delivery.
- Review and administer Council's Planning Scheme to ensure that land use and development is integrated with environmental, social, economic, conservation, and resource management policies at State, regional and local levels.
- Review and implement strategies relevant to planning and compliance.
- Oversee the enforcement of statutory requirements by the department.

Pioneer Settlement

- Advise Council and the Executive Leadership Team on important matters related to the Pioneer Settlement.
- Ensure that the Pioneer Settlement meets Council's objectives and operates as efficiently and effectively as possible.
- Review and develop strategies to ensure the long-term success of the Pioneer Settlement as an iconic tourist destination.
- Create and maintain a "can-do" culture within the Pioneer Settlement with an emphasis on excellent customer relations and quality service delivery.

Financial Management

- Manage the finances of the Directorate in accordance with approved budgetary expenditure and other Council policies.
- Ensure that the Directorate is operated as efficiently and effectively as possible.
- Develop annual budgets for the Directorate on time and in the correct format.

General Leadership

- Develop and maintain a "can-do" culture within the Directorate with an emphasis on excellent customer relations and quality service delivery.
- Introduce and maintain programs of quality management and continuous improvement in support of Council's Service Performance Program.
- Provide positive and constructive leadership, with focus on collaborative engagement, mentoring and coaching to build the capacity of leaders, ensuring effective performance reviews, succession and long-term staff planning.
- Ensure the organisation's vision and values are modelled personally as well as effectively communicated and embraced throughout the directorate.
- The Director will act as the voice of the customer in all internal conversations and create an end-to-end experience that fully considers customer (internal and external) needs,
- Ensure that all staff in the Directorate are aware of, understand, and comply with all of Council's human resource policies and procedures at all times.
- Along with the Chief Executive Officer and the Executive Leadership Team, plan, lead and champion organisational change, development and improvement initiatives to improve work place culture and work practices.
- Assist the CEO to fulfill industrial relations responsibilities including enterprise bargaining and HR policy development.
- Ensure compliance with all relevant legislation, legal and governance requirements.
- Ensure that effective and efficient structures and delegations are in place to ensure that managers and their teams have a clear understanding of their roles, accountabilities and responsibilities.
- Ensure the effective management of Council resources in the areas of responsibility including the development of business plans for the delivery of services-which support Council and organisational plans and reflect the strategic direction of the organisation.
- Participate as a member of the Executive Leadership Team in the advocacy and promotion of Council in its goals, objectives and services to the local community, government, public and private sectors as appropriate.

Risk Management

- Foster a positive risk-aware culture across the organisation.
- Ensure effective implementation of the risk management framework within directorate.
- Identify, communicate and respond to known, new and emerging strategic risks in line with Council's risk appetite and policies.
- Communicate risk information with stakeholders at regular intervals.
- Ensure all critical functions in directorate have established business continuity plans, and these plans are maintained and reviewed in accordance with Council's Business Continuity policy and framework.

Emergency Management

- Emergency management is a core business for council and as such staff may be called upon to assist the Council to meet its legislative obligations in respect to disaster response and recovery.
- Whilst this Director is not responsible for Municipal Emergency Management, all Managers and employees may be required to contribute to emergency management planning and activities as they arise as well as undertake relevant training. In an emergency you may be required to participate in duties not normally assigned to you.

Other

- Ensure the production and use of operational plans for programs and operations as above.
- Develop and maintain reporting mechanisms which ensure the Council and the Chief Executive Officer are regularly provided with timely and relevant information and advice.
- Provide prompt, accurate, courteous and consistent service when dealing with citizens to ensure that all obligations, agreements and deadlines are met whilst always seeking positive outcomes for those dealing with the Swan Hill Rural City Council.
- Undertake the duties and responsibilities of the Chief Executive Officer, when designated, in the absence of that officer.

Organisational Responsibilities

All Council staff are required to uphold the following responsibilities and obligations.

Compliance and Risk Responsibility

- Ensure adherence to Council's policies and legislative requirements across risk management, occupational health and safety, and child safety.
- This includes identifying and responding to emerging risks, contributing to business continuity and risk profiling, maintaining a safe work environment, and upholding child safe standards.
- Staff are expected to act with due care, report hazards and incidents promptly, and remain informed of relevant frameworks, procedures, and legal obligations.

Gender Equality

- Support a safe, respectful, and inclusive workplace by preventing and addressing violence against women and workplace sexual harassment.
- Model appropriate behaviour, respond promptly and appropriately to misconduct, and manage any initial disclosures sensitively and in accordance with Council guidelines.

Customer Service

- Deliver services promptly, professionally and courteously to all stakeholders, both internal and external ensuring successful completion of work programs.
- We strive to support and provide for the community. At Swan Hill Rural City Council, our community is at the heart of everything we do, and how we show up matters. Whether it's online, in person, or over the phone, every interaction shapes how people experience Council.

Police Check

- All positions within Council will be required to have a Police Check conducted prior to commencement. Council may accept existing Police Checks provided by new employees, if the check is no more than six (6) months old.
- Employment is conditional upon the check/s not revealing any criminal history that would disqualify the candidate from being employed.
- The employee must also disclose any relevant criminal charges or convictions that arise between the renewal periods of the checks (every three years for the Police Check and every five years for the Working with Children Check). Failure to disclose such information may result in termination of employment.

Primary Physical Requirements

- Physical capability to perform duties, including appropriate manual handling, prolonged sitting or standing, and driving for extended periods.
- Perform physically demanding tasks as required.
- Repetitive arm movements and manual dexterity for computer work.

General Information

Conditions of Employment

- The Director is a Senior Officer as that expression and defined in the Act and is also classified as a Senior Executive Officer for the purposes of Clause 22.6 of the Award.
- The components of the total employment package include the base salary, private use of a motor vehicle and superannuation contributions.

Proof of Qualifications

- Prior to commencement with Swan Hill Rural City Council, the successful applicant will be required to provide Human Resources with original copies of all qualifications (or other satisfactory proof of qualification), and a copy of all such qualifications shall be made and kept in the employee's personnel file.

Disclosure of pre-existing injuries

- The successful applicant will also be required to complete Swan Hill Rural City Council's "Disclosure of Pre-Existing Injuries" Form and a medical check. This formally notifies Council of any pre-existing injury or disease that the incumbent has suffered that could be affected by the nature of the proposed employment.
- Failure to make a disclosure, or making a false or misleading disclosure, may disqualify the incumbent from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to the nature of their employment with the Swan Hill Rural City Council Pursuant to Section 41 of the Workplace Injury Rehabilitation And Compensation Act 2013.

Accountability and Extent of Authority

- The Director has full authority to manage the Directorate in accordance with Council policies and/or delegations or as directed by the Chief Executive Officer.
- The Director is accountable for ensuring the effective and efficient operation of the Directorate within available resources.
- The Director is accountable for achieving set performance objectives for the position.
- The Director is accountable for all functions under the Director's control.
- The Director is expected to apply initiative and innovative thinking to achieve organisational objectives, as well as lead and direct long-term strategic direction.
- Expenditure not covered by an approved budget must be considered and or approved by the CEO.
- The Director is not authorised to appoint or dismiss any employee.

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Judgement and Decision Making

- The position principally involves problem solving and policy development which relies on identification of possible options, other experiences, contestable procedures and specialist analytical tools. Innovative and creative approaches are often required.
- 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 broad economic, political, legal and social consequences. Decisions are made having regard to Council objectives, Council policies and procedures, Local Laws, relevant standards and statutory requirements.

Specialist Skills and Knowledge

- Understanding of community and economic development as applied within a rural / urban context.
- Experience in community engagement and an understanding of IAP2 principles
- Knowledge of the principles and practices of urban design and Planning and environmental sustainability.
- Creation, maintenance and renewal of systemic processes to continually improve customer and staff experience for repetitive tasks and procedures.
- Experience in project management.
- Good financial management skills.
- Specialist knowledge of legislation and regulations relating to the Directorate's functions.
- Understanding of the wider political, legal and socio-economic realities and requirements.

Management Focus

In fulfilling the Key Responsibilities, the Director will:

- Apply corporate management and strategic planning techniques in managing the resources of the Directorate in the achievement of the corporate goals of Council.
- Communicate Corporate objectives and expectations to managers and staff.
- Develop competent and committed staff through the use of contemporary management practices. Provide initiative, innovative thinking, professionalism and decisiveness in dealing with issues faced by the Directorate.
- Manage competing priorities and achieve customer satisfaction whilst completing work programs on time and within budget.
- Review Directorate structure and make recommendations to the Executive Leadership Team.

Interpersonal Skills

- Ability to establish and maintain productive relationships with Council, the Executive Leadership Team and staff.
- Ability to establish and foster strong and productive relationships with internal and external stakeholders, including government, government agencies and the community.
- Ability to negotiate, influence and gain cooperation from all employees, management, Councillors and the community.
- Ability to provide leadership and guidance and foster teamwork, with the capacity to bring staff along in pursuit of identified goals.
- Excellent written and oral communication skills.
- An understanding of the needs and concerns of citizens. A willingness to listen and the ability to strike an acceptable compromise, where appropriate, to resolve outstanding matters.
- High level enthusiasm with the ability to productively manage time and stressful situations.

Qualifications and Experience

- Appropriate tertiary and post tertiary qualifications in Town Planning, Urban Design, Economic Development, Commerce, or related field.
- Qualifications or training in Management or Business.
- A minimum of five years experience in a senior management position.
- Relevant Local Government experience at a senior level is preferred.
- Senior level operations, contract or project management experience.
- Current Victorian Drivers Licence.
- Broad experience with community consultations on service delivery and policy development.

Organisational Relationships

Reports to	Chief Executive Officer
Supervises	The following positions report directly to the Director Development & Planning: • Development Manager • Economic and Community Development Manager • Pioneer Settlement General Manager • Public Health & Regulatory Services Coordinator
Internal Liasons	The Director is a member of the Executive Leadership Team
External Liasons	The Director will liaise with the following: • Relevant State and Federal Government Departments • Development Industry • Industry groups-horticulture, agriculture, manufacturing • Tourism bodies • The media • Local community groups • Environmental groups • Neighbouring councils • Local government bodies • Ratepayers • General public

Performance Criteria

Performance will be formally reviewed annually and shall take into consideration both managerial behaviours as shown in the Key Performance Indicators listed below, and specific objectives set for the term of the review. The specific performance objectives will be set and agreed each year following the formal performance review.

Key performance indicators

- Customer Service
- Financial Management
- Relationship with Council and the Executive Leadership Team
- Human Resource Management
- External Relations
- Personal Competencies

Key Selection Criteria

Qualifications and Experience

- Appropriate tertiary qualification in Town Planning, Urban Design, Economic Development, Commerce or a related field.
- Post-tertiary qualifications or training in Management, Business or a related discipline.
- Extensive management experience.

Interpersonal Skills

- Superior level of interpersonal and negotiation skills, and a commitment to quality service.
- Inspirational leadership skills.
- Very high level oral and written communication skills, including an ability to make persuasive presentations.
- Understanding of human motivation and a capacity to bring staff along in pursuit of identified goals.
- Commitment to a team ethos.
- High level enthusiasm.
- Maturity and common sense, particularly in stressful situations.

Management Focus

- High level strategic planning skills
- Ability to develop and utilise effective performance management processes
- Organisational skills which enable the most effective use of human and physical resources
- Ability to establish appropriate structures and delegation frameworks for efficient performance.
- Strong results orientation with a total commitment to outcomes.
- Corporate level financial management skills.

Judgment and Decision Making

- Decisiveness and sound judgement.
- Proven problem-solving ability.
- Initiative and innovative thinking style.

Note: Programs / activities within the Directorate may be subject to variations in titles, reporting, duties and responsibilities within the term of the employment contract, having regard to the need for flexibility and responsiveness.