

## Position Description

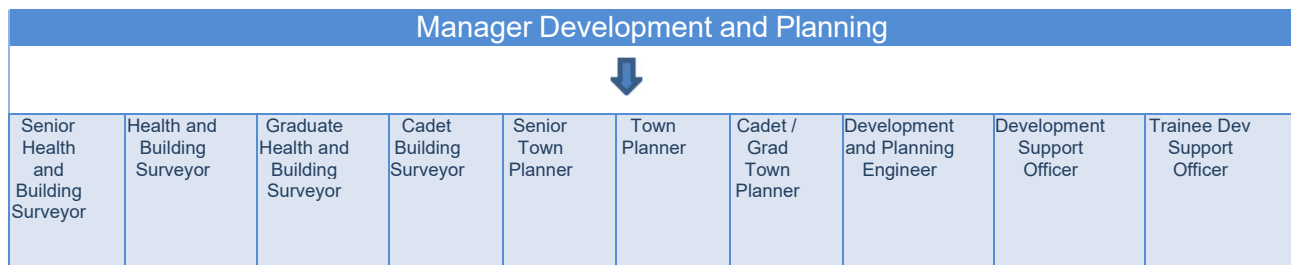
<b>Position Title</b>	<b>Manager Development and Planning</b>
Position Code	ENV011
Department	Planning and Growth
Division	Development and Planning
Reports To	Director Planning and Growth
Direct Reports:	Eleven (11)
Position Classification	Executive Band
Position Status	Full time
Allowances	Nil

### SPECIAL CONDITIONS

This position will have the opportunity for a private Council Leaseback vehicle in accordance with Council's Vehicle Leaseback Policy.

Out of hours work may be required to attend Council Meetings or Council committee meetings.

### REPORTING STRUCTURE OF POSITION



\*\* Note: Actual deployed resources may depend on staffing levels at the time

### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to manage Council's functions and deliver in the areas of town planning and development, building control and environmental health.

This position will also support the Director Planning and Growth in determining the future direction of the Department in line with Integrated Planning and Reporting, as well as the Town Planners on matters of Strategic Planning for the shire and greater region. This position will also liaise with the Economic Development Function to ensure appropriate outcomes for all business opportunities.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Planning and Development</i>	<i>30%</i>
<i>Managing the Development and Planning functions of Council</i>	<i>30%</i>
<i>Building Control</i>	<i>20%</i>
<i>Executive work – Business Papers and Reports</i>	<i>10%</i>
<i>Environmental Health -</i>	<i>10%</i>

## **POSITION RESPONSIBILITIES**

- Undertaking assessment and determination of complex development and local approval activity applications, Part 6 Certificates and planning certificates
- Supervising the assessment and determination of Development and Local Approval Activity Applications, Part 6 and planning certificates in accordance with the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and Policies of Council
- Exercising delegation of authority on behalf of Council with respect to development applications, local approvals activity applications, Part 6 Certificates, notices, orders, planning certificates and other matters pertinent to the operation of the Department in accordance with Council policy
- Undertaking assessment of the Environmental Health and Building Surveyor reports in conjunction with state legislation and policies of Council
- Overseeing legislated State Government Agency reporting by direct reports
- Preparation of reports to Council’s Heritage Committee; Floodplain Committee, or any other committee, as directed, by the Director Planning and Growth
- Ensuring that all works undertaken by Council’s Building Surveyor(s), Cadet Building Surveyors, Town Planners, Development and Planning Engineer, Ranger and Trainee Ranger are completed to an appropriate standard
- Assisting the Director Planning and Growth in the preparation of work programs to maximise efficiency of time and resources
- Assessment and development of existing Codes, Policies and departmental systems and procedures, as required, by the Director Planning and Growth
- Preparing and implementing new Codes, Policies, systems and procedures, as required, by the Development and Planning section

- Providing reports and budget reviews to the Director Planning and Growth for presentation to Council monthly, as well as memos and reports to Councillors, as directed
- Responding to correspondence on complex and technical environmental health, building, development and regulatory control matters from the community, solicitors and applicants
- Attending and representing the Department at committee meetings and Council meetings as required by the Director Planning and Growth
- Implementing resolutions of Council, as required, by the Director Planning and Growth
- Providing guidance, training and mentoring direct reports in regard to changes in legislations relating to development, building and environmental management, planning and regulatory control
- Preparing environmental health, development, building, planning and regulatory control of court matters, including liaising with Council's Solicitors, the preparation, implementation and enforcement of legal proceedings and appearance in local Court and the Land and Environment Court, when required
- Assisting the Director Planning and Growth in the preparation of departmental budgets and estimates relating to the Development and Planning section
- Receiving and arranging for a response to all enquiries and complaints received by the Development and Planning section in a timely and professional manner
- Being involved in emergency operations by assisting the SES controller and LEMO in the capacity as the Deputy Environmental Health Officer
- Attending and conducting meetings with various committees, building consultants, architects, engineers, trades people and the community as required

## Organisation – Professional






- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements
- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all people who are at their place of work
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties

- Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy
  - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Manage and develop staff through the implementation of Council's human resource management systems, policies and procedures, including but not limited to recruitment; performance management and conducting performance reviews and the promotion of learning and development
  - Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly
  - Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council
  - Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
  - Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals
  - Comply with all Council's policies and procedures and Code of Conduct
  - Complete other duties as directed by the nominated Supervisor
  - Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
<b>Internal</b>	
General Manager	Advice and support where required
Director Planning and Growth	Direct Report
Development and Planning Team	Supervisor, support, guidance and assistance where required
Economic Development Team	Colleagues, Assistance and support as required
Leadership Team	Colleagues, Assistance and support as required
Local Emergency Management Officer	For support during local emergencies
Council Staff	Assistance, support and guidance as required
<b>External</b>	
Business Community, Community Members, Government Departments	Provide information and advice as required
Government Departments and Authorities	Reporting and compliance with legislative and regulatory requirements i.e. NSW Fair Trading
Councillors within the scope of Council's Code of Conduct 'Model'.	As required and directed by the Director Planning and Growth

**POSITION CAPABILITIES**

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and engage	Advanced
	Community and Customer Focus	Advanced
	Works Collaboratively	Advanced
	Influence and negotiate	Advanced
 Results	Plan and prioritise	Advanced
	Think and solve problems	Highly Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

## PERSON SPECIFICATION

### Essential

- Bachelor's degree or higher in Environmental Health, Building Surveying, Urban and Regional Planning or equivalent
- 7-10 years' experience in Environmental Health, Building Control or Planning
- Building Surveyor – Unrestricted (Desirable) or
- Building Surveyor – Restricted (all classes of building) (minimum qualification with NSW Fair Trading) (Desirable)
- Demonstrated experience managing a diverse, multidisciplinary team
- Demonstrated ability to competently interpret legislation guidelines and policies
- Class C (Standard) Driver's License.

### Experience

- Demonstrated ability to participate effectively as a team member
- Highly developed project management and organisational skills with the ability to prioritise multiple work tasks
- Demonstrated conflict resolution and negotiation skills with the ability to show empathy and maintain confidentiality
- Highly developed written and verbal communication skills.

### Authority and Accountability

- Officer / Worker level responsibilities in regard to WHS legislation
- Financial delegation as per Council's delegation register.

## EQUIPMENT REQUIRED FOR THE POSITION

- Mobile Phone;
- Laptop
- Access to a Council vehicle (this position has the opportunity for a full leaseback with personal use provisions).

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:	Date:
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## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No