

## DIRECTOR COMMUNITY & PLANNING

<b>Award Classification</b>	Senior Officer
<b>Directorate</b>	Community & Planning
<b>Reports to</b>	Chief Executive Officer
<b>Supervises</b>	Manager Project Delivery; Manager Asset Planning; Manager Tourism Arts & Culture; Manager Community Wellbeing; Manager Planning & Investment; Economic Development & Projects Coordinator
<b>Approved By</b>	Chief Executive Officer, September 2020

## OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all

## POSITION OBJECTIVES

- To provide executive responsibility for Council’s Project Delivery, Asset Planning, Tourism Arts and Culture, Community Wellbeing, Planning and Investment and Economic Development functions.
- To promote community awareness and understanding of Council’s objectives for future growth of the municipality.
- To provide leadership, management and direction and to support all staff within the Directorate.
- Provide strategic input to the Executive Leadership Team into the overall management of the organisation and contribute to the achievement of corporate goals.

## KEY RESPONSIBILITIES AND DUTIES

- Manage the functions and responsibilities of the Community & Planning Directorate including Project Delivery, Asset Planning, Tourism Arts and Culture, Community Wellbeing, Planning and Investment and Economic Development
- Provide leadership, support and guidance to all staff within the Directorate.
- Maximise the utilisation of the resources – financial, human and technological.
- Ensure staff within the Directorate has access to the information, resources (within budget) and support to perform the requirements of the positions effectively and efficiently.
- Implement and application of responsive and flexible work practices in Directorate.
- Provide support and guidance to Managers and team members as appropriate.
- Encourage and support the professional development of staff within the Directorate.
- Maintain professional skills and knowledge at a contemporary level.
- Provide excellent customer service to all areas of Council, the community and other external stakeholders.
- Provide leadership to Managers within the Directorate including setting appropriate Key Performance Indicators and ensure they are held accountable to them.

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- Report on departmental and Council-wide human resources, risk management and information management issues and recommendations requiring policy direction from Executive Management and Council.
  - Provide executive direction to the day to day Community & Planning Directorate function.
  - Manage the approval of significant planning and subdivision applications in accordance with the *Planning and Environment Act 1987*, the *Subdivision Act 1988*, and the Strathbogrie Planning Scheme and Council policies.
  - Investigate, recommend and implement economic and sustainable growth objectives for the Shire in line with the Council Plan.
  - Undertake a positive, proactive approach to economic development opportunities in so far as they interact and relate to statutory matters and strategic planning.
  - Ensure Grants and Events portfolios are managed in accordance with the Council Plan and Chief Executive Officer's direction.
  - Make decisions in accordance with delegated authority and relevant policy.
  - Manage the Directorate's budget and the financial performance of the Directorate generally in accordance with budget.
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## OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
  - The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
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## RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
  - Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
  - Promote the identification, evaluation and documentation of risks in the Risk Register and ensure that existing and new risks are effectively managed.
  - Monitor and assess the risks documented in the Risk Register.
  - Create an environment where risk management is accepted as a responsibility of staff.
  - Ensure that effective risk communication occurs.
  - Ensure the development and promotion of risk identification procedures.
  - Provide quality advice to the CEO on the elements of risk considered to be an exposure to Council operations.
  - Maintain overall responsibility for the effective management of all types of risk.
  - Develop and foster working relationship with other agencies with which Council has a shared risk.
  - Ensure that employees are adequately trained in the identification, assessment and procedures available for minimisation of organisational risk.
  - Acknowledge the management of risk is an integral part of service planning and delivery and there needs to be appropriate resources and support provided to manage those risks.
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### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Chief Executive Officer for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems and technology being managed
- Effective management of project timelines and budgets
- Subject to the provisions of the *Local Government Act 1989* (as amended) and Council policies and procedures, the incumbent has the authority to make decisions about the implementation of appropriate work practices to achieve Council's goals and objectives and provide effective and quality workforce
- The incumbent is required to report to the Chief Executive Officer any issues which he/she is unable to resolve in the workplace.
- The Director Community & Planning must operate within all relevant statutory requirements and within delegations and approved budgets.

### JUDGEMENT AND DECISION MAKING

- Considerable degree of problem solving into policy formulation and to achieve strategic objectives within resource constraints
- Make decisions on matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements and in accordance with the requirements of the Chief Executive Officer
- Exercise judgement when dealing with complex issues and an ability to utilise effective problem-solving skills
- Make decisions related to the issue at hand based on in-depth knowledge and understanding of the Shire's broader goals and objectives
- Apply specialist knowledge and techniques to new situations
- Operational decision making in the pursuit of providing excellent customer service in relation to human resources to all areas of Council, the community and other external stakeholders.
- Use initiative based on experience and or knowledge in determining suitable action and seeks guidance from outside the organisation if and when required.
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### SPECIALIST KNOWLEDGE AND SKILLS

- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework
- Understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required
- Exercise judgement when dealing with complex issues and an ability to utilise effective problem-solving skills.
- Ability to use initiative based on experience and/or knowledge in determining suitable action, and to seek guidance from outside the organisation if and when required.
- Experience developing policies and procedures.
- Excellent communication skills.

### MANAGEMENT SKILLS

- Comprehensive knowledge of relevant Acts, Regulations, Standards, Council policies and procedures relating to the Community and Planning Directorate.
- Understanding of the organisations' long term goals and the legal and political context in which the organisation operates.
- Ability to organise programs and work priorities of self and others to achieve the objectives of Council and the Community and Planning Directorate.
- Ability to manage competing priorities, manage time effectively and meet deadlines to achieve objectives.
- Ability to manage budgets and other resources to meet Department objectives.
- Ability to negotiate complex problems and relationships, analyse situations and take corrective action.
- Ability to contribute to continuous improvement processes to enhance service delivery for the organisation.
- Ability to prepare high standard reports and briefing notes for the Executive Management and Council.

### INTERPERSONAL SKILLS

- Excellent oral communication and interpersonal skills and the ability to negotiate with others to resolve issues.
- Highly developed written communication skills.
- Ability to lead, coach and develop teams and individuals.
- Ability to work cooperatively and relate professionally and enthusiastically to a diverse range of people, both external and internally.
- Interpersonal skills required to lead, motivate and develop employees and encourage participation and co-operation.
- Ability to influence and involve staff from different areas and disciplines to produce solutions and strategies that are supported by those staff.
- Ability to negotiate with a diverse range of people including staff, external organisations, government agencies and members of the public to solve issues.
- Use initiative and act professionally, with integrity, discretion and confidentially.
- Ability to influence and involve staff from different divisions and disciplines to produce solutions and strategies supported by those staff
- Ability to negotiate with others to resolve cross-functional issues.

### QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications and/or equivalent experience in Business, Public Administration or other related disciplines.
- Experience in leading, coaching and developing teams and individuals
- Demonstrated experience that exhibits a good understanding of development issues confronting a large and diverse municipality.
- Extensive experience in management and Local Government or other relevant discipline.
- Demonstrated experience managing budgets and following financial policies and procedures.
- Ability to encourage teams to work cooperatively to deliver an overall goal
- Current Victorian Drivers Licence.

### KEY SELECTION CRITERIA

#### **Essential**

- Relevant tertiary qualifications and/or experience in Business, Public Administration or similar relevant discipline.
- Demonstrated skills in leading and developing individuals and teams and a proven ability to support staff through change management processes.
- Experience developing and promoting relevant policies and procedures throughout an organisation
- Excellent oral communication and interpersonal skills and the ability to negotiate with others to resolve issues
- Ability to analyse data and use initiative to foresee future trends and issues, and prepare accordingly
- Ability to work cooperatively and relate professionally and enthusiastically to a diverse range of people, both external and internally.

#### **Desirable**

- Previous experience in Local Government

### SIGNATURES

#### EMPLOYEE

Name:

Signed:

Date:

#### CHIEF EXECUTIVE OFFICER

Name:

Signed:

Date: