



Position Description – Manager City Planning and Sustainability

Division	City Futures
Portfolio	City Planning and Sustainability
Business Unit	City Planning and Sustainability
Level	Leadership
Reports To	General Manager City Futures
Prescribed Position	No

Position Objective

Bring together a cohesive strategy for the development of our City by setting out how we will build, transform, adapt, manage and maintain social and physical infrastructure into the future. In so doing plan to improve quality of life, sustainable environments and resilience for future generations to come. The primary objective is to establish an integrated approach to managing the long term direction of the city as it relates to growth, livability, infrastructure and sustainability. This will be achieved through a coordinated approach across Council to develop, implement and review a City Plan that responds to the City Vision 2040 and identified and agreed future challenges.

This City plan needs to be established for the first time without established guidelines, policy and legislation and must influence practices across the organisation to add value to core council business enhancing our relationship in the eyes of the community.

Leadership of a multi-disciplinary team responsible for:

- Implementing complex Your Neighbourhood Planning Process that establishes precinct plans in areas of our city most impacted by climate change and growth.
- Master, structure and concept plans as appropriate for key locations within our city that might require intervention including changes in planning policy, infrastructure provision and changes in service provision to enhance liveability;
- Economic Development, including investment attraction, support for small business and development of employment generation opportunities;
- Woodville Town Hall management oversight to ensure council's cultural development objectives are realised. Development of range of environmentally sustainable strategies and initiatives to ensure Council continues to lower its carbon footprint whilst positioning the organization and its assets to be resilient to a changing climate.

- To oversee and coordinate Council's response to the master plans and policy development for major urban renewal projects including Bowden, West , St Clair, St James, Seaton and Nova at West Lakes.

Key Responsibilities

- High level of communication, negotiation, dispute resolution and interpersonal skills required to lead a diverse multi-disciplinary team in a complex political environment.
- Ability to initiate and implement projects that align with strategic and business plan goals and ensure engagement with and support from the broader community and Council.
- Ensure achievement of agreed outcomes consistent with business plans, projects, programs of work, budgets and external funding agreements and ensure ongoing measurement and reporting of these outcomes.
- Exercise the powers, duties and functions of the organisation as delegated to the Manager City Planning and sustainability.
- Development of a strategic City and Precinct Planning framework that enables identification and implementation of projects on a prioritised precinct basis.
- Undertake concept and precinct planning, prioritisation and programming for priority strategic areas as identified in the Community Vision 2040, the State Government's Greater Adelaide Regional plan , .
- Integrate economic development, environment, social and cultural initiatives and strategies within the City Plan.
- Ensure Council interest is protected in the delivery of major project development that occurs in the City by ensuring sustainable outcomes are achieved.
- Co-ordinate the contributions of staff from throughout the organisation in their involvement in major projects delivery as per staff involvement in various Technical Working Groups.
- Ensure that sound Project Management principles are applied to Council's involvement in major projects to achieve efficient and effective practices.
- Coordinate and negotiate project packages, delivery mechanisms and priorities in collaboration with relevant staff and managers in the organisation and/or external agencies and/or the private sector.
- Drive innovation and sustainability in the delivery of projects and project outcomes.
- Represent Council to the Community, Government and the Development Industry as a spokesperson on development practice.
- Ensure the provision of high quality professional project management, planning policy and economic development advice to Council and other customers (internal and external) as required.
- Liaise with external organisations including other Council's, State Agencies, Developers, Consultants and Contractors to ensure appropriate services are provided within the City

- Source funding for, and implement employment development programs that are integrated into growth projects and targeted to priority sectors and spatial areas.
- Demonstrate a commitment to Councils corporate values and compliance with internal policies, procedures, delegations and strategic directions.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Responsible for providing leadership of the safety and wellbeing of their staff in accordance with the Work Health & Safety Act 2012 and will provide leadership in the implementation and monitoring of Council's Work Health & Safety Management System within their area of responsibility.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Communicate a clear strategy and direction and support staff to achieve organisational and personal goals.
- Constantly seek opportunities for organisational improvement, making decisions that are based on cost-benefit analysis and consideration of constraints, resources and alignment with strategic directions.
- Highly developed analytical, problem-solving skills with the ability to rapidly unpack complexity.
- An innovative, agile and dynamic mindset.
- Strong business acumen and politically aware.
- Empowering leader who develops coaches and provides appropriate feedback to ensure others reach their full potential.
- Authentic leader who builds constructive relationships with people at all levels across the organisation.
- Exceptional interpersonal, negotiation and influencing skills.
- Excellent verbal and written communications skills.
- Exceptional commitment to customer service and passionate for delivering for the community.

- Well-developed time management problem solving and decision-making skills.
- Highly capable in the use of contemporary technology relevant to the position.
- Demonstrated behaviour consistent with organisational values.

Knowledge

- An understanding of the South Australian Planning System and its legal and policy framework is highly desirable.
- An understanding of the processes involved in conducting effective strategic directions reviews.
- An understanding of master planning process and practices to shape the future direction of key locations within our cityA working knowledge of the development industry.
- A basic understanding of the Land Agent's, Valuer's and Broker's legislation is desirable.

Experience

- Substantial experience in the management of a team which has diverse experiences and qualifications.
- Proven experience in effectively supervising staff and specialist consultants, including project management skills.
- Experience in working with Government agencies.
- Experience in community engagement and consultation for significant projects.
- Experience in working effectively within a political environment.
- Experience in the initiation, development and implementation of policies, particularly in urban development

Qualifications & Requirements

A tertiary qualification in Management and or Planning, or a related field and/or at least 10 years of demonstrated experience in lieu of formal qualifications

Essential