



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

Lead the development of a cohesive, long-term City Plan that guides growth, liveability, sustainability and resilience, aligning with City Vision 2040 and emerging challenges. Provide strategic governance across the City Planning and Sustainability portfolio to ensure integrated planning, clear prioritisation and consistent delivery. Build cross-council and external partnerships, support evidence-based decision-making, and enable strategic outcomes through strong business cases and funding pathways. Oversee multidisciplinary functions including neighbourhood and precinct planning, master and concept planning, economic development, environmental sustainability initiatives, cultural asset oversight, and Council's responses to major urban renewal.

Key Responsibilities

City & Precinct Planning

- Lead the Your Neighbourhood Planning process to establish precinct plans in areas most impacted by climate change and growth.
- Deliver master, structure and concept planning for priority locations, including policy, infrastructure and service interventions to enhance liveability.
- Advance economic development through investment attraction, small business support and employment opportunities.
- Provide oversight of Woodville Town Hall to achieve Council's cultural development objectives.
- Drive environmentally sustainable strategies that reduce Council's carbon footprint and build climate resilience, including responses to major urban renewal and strategic development projects.
- Implement a strategic City and Precinct Planning framework to prioritise, program and deliver projects aligned to Community Vision 2040 and the Greater Adelaide Regional Plan.

Portfolio Governance & Resource Planning

- Apply systems thinking to assess planning, sustainability and development impacts and coordinate cross-department dependencies.
- Lead portfolio governance to ensure consistent scoping, prioritisation, scheduling and resourcing across operational and project work.
- Use evidence-based insights to identify improvement opportunities, forecast capability needs and apply an adaptable operating model that leverages generalist and specialist skills.
- Ensure delivery, measurement and reporting of outcomes aligned with business plans, budgets and funding requirements.

Stakeholder Management

- Identify stakeholders, assess impacts, understand their needs and design effective engagement approaches.
- Build and maintain collaborative relationships with Council, State agencies, developers, industry and community partners to support integrated planning, service provision and delivery.

Strategic Funding and Investment Enablement

- Lead systemised funding and grants processes (identification, sizing, resourcing and acquittal) and integrate targeted employment programs into growth projects.
- Develop robust business cases that articulate need, benefits, costs, risks and resourcing.
- Support digitisation and AI-enabled tools to streamline grants and reporting.

Corporate Leadership

- Communicate a clear strategy and direction and support staff to achieve organisational and personal goals.
- 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

- Applies systems thinking to strategy, planning, problem-solving and business cases.
- Applies strong project management skills to scope, plan, coordinate and deliver complex projects.
- Implements portfolio governance to improve prioritisation, resource management and delivery consistency.
- Uses operational demand modelling and capacity forecasting to allocate resources effectively.
- Designs and leads stakeholder engagement to build internal and external partnerships that enable strategic outcomes.
- Demonstrates strong business acumen and political awareness, identifying trends and opportunities through structured analysis and an agile, innovative mindset.
- Leads and develops people through coaching and feedback; demonstrates high-level interpersonal, negotiation and influencing skills.

Knowledge

- Knowledge of the South Australian Planning System, including relevant legal and policy frameworks (highly desirable).
- Understanding of strategic directions reviews and master planning practices influencing urban development.
- Knowledge of resource modelling, operational demand analysis and workforce capability planning principles.
- Understanding of government business case frameworks, including SA Government Business Case Guidelines.
- Knowledge of grant governance, funding pathways and systemised grants management processes.
- Understanding of AI-enabled tools that support project planning, grants management and reporting.

Experience

- Demonstrated success in leading diverse teams and supervising staff and specialist consultants, with strong project management capability.
- Experience in working effectively with Government agencies and within political environments.
- Strong background in community engagement and consultation for significant projects.
- Experience in initiating, developing and implementing policies, particularly in urban development.

- Demonstrated success in portfolio governance, project prioritisation and integrated work planning.
- Strong background in systemised grant and funding management, stakeholder coordination across internal and external partners, and developing business cases that secure internal or external funding.

Qualifications & Requirements

A tertiary qualification in Management and or Planning, or a related field and/or commensurate demonstrated experience in lieu of formal qualifications

Essential

Relevant postgraduate studies.

Desirable