

Position Title:	Development Services Manager (PN 174)		
Position Type:	Permanent Full-time		
Department:	Development and Compliance		
Date Approved:	June 2024		
Hours per week:	35	Award Classification:	Band 3, Level 3
FTE	1	Salary Classification	Grade 6

Position Purpose

Lead and manage a team of professional planners in the delivery of a streamlined, transparent, timely and accurate development assessment and land development engineering services. The role also provides high level expert advice on a diverse and complex range of strategic and operational activities relating to growth and development within the Shire.

The role is responsible for driving the delivery of Council's development assessment services to ensure it consistently delivers on the outcomes in Council's operational and strategic plans for our community.

Key Accountabilities

- Leading, managing, and developing planning and land development engineering staff in the assessment, monitoring and reporting of development and subdivision applications (and associated certificates) to achieve sustainable, balanced, consistent and timely outcomes which reflect the vision and expectations of Council and the community.
- Maintaining a high level of knowledge, proficiency and industry currency in the development, interpretation and application of relevant legislation, planning instruments and Council policy to ensure the achievement of high quality, consistent and sustainable planning outcomes within the Shire.
- Providing expert and timely professional advice to the Mayor and Councilors, the GM, senior management, customers and other internal and external stakeholders on town planning issues with a key focus on sound, accountable, consistent and transparent decision-making and effective communication.
- Preparing reports for Planning Panels and Council on development applications and other matters relating to the development assessment department and development within the Shire and presenting and discussing reports and other development related matters at Council meetings and briefing sessions and attending Council formal and committee meetings.
- Exercising delegated decision-making authority to determine development and subdivision applications and certificates. Overseeing the work of development assessment officers and reviewing reports to ensure quality, accuracy, consistency and timeliness.
- Ensuring all relevant statutory obligations and Council policies are satisfied. Ensuring the implementation of Council decisions and the actioning of all relevant Council resolutions.
- Fostering strong collaboration and a partnership approach between development assessment officers, land development engineering staff and other Council officers in development assessment processes. Developing and promoting positive relationships with the development industry and key stakeholders including State government agencies, community and business groups and local residents.

- Supporting the Director and Group Manager in the delivery of effective and efficient outcomes for Council and driving continuous improvement to improve productivity and service delivery, enhancing customer service and promoting a positive and professional work environment. Fostering a commitment to quality and excellence in the Development Assessment department to deliver a strong sense of team spirit, job satisfaction and a commitment to high standards of professionalism.

Key issues/challenges

- Balancing the competing interests of developers and private land holders with community expectations and sound planning outcomes, consistent with the adopted planning framework.
- Ensuring the efficient and timely delivery of development assessment services to a rapidly growing area.
- Ensuring appropriate community engagement in development decisions.
- Understanding the nature of Council's operating environment and strategic objectives, and how to position and drive the visioning, development and implementation of strategic people management and resourcing plans which enable delivery of agreed outcomes.
- Achieving organisational acceptance and establishment of a culture that embraces ongoing business improvement and excellent customer experience.
- Leading implementation of critical and imperative changes and strategic initiatives across Council achieving high levels of ownership and compliance.
- Managing in a constantly changing and political environment

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Relevant degree and/or qualifications in Town Planning
- Demonstrated experience in Town Planning
- Hold a SafeWork NSW recognised General Construction Induction Card (White card) or be prepared to obtain same.
- Current driver's license

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Extensive experience in undertaking innovative development assessment service delivery in one of the service areas or a similarly highly regulated environment
- Experience in working with managers, staff and stakeholders to resolve high priority, and often sensitive and complex matters
- Extensive leadership, team facilitation and coordination skills including the ability to mentor staff and build a cohesive, responsive team that delivers excellent community focused services and projects in a challenging and high-pressure environment
- Demonstrated ability to initiate, manage and implement significant operational, organisational and cultural change in a highly consultative environment

POSITION DESCRIPTION

- Broad policy skills with knowledge and thorough understanding of government structures and inter-governmental relationships and the ability to achieve outcomes using a wide range of strategies
- Excellent communication, interpersonal and problem-solving skills including:
 - Verbal and written communication
 - Facilitation, negotiation and conflict resolution
 - Ability to represent Council at high level meetings/forums and with community groups
 - Creative, analytical and advanced decision-making skill
- Intermediate to advanced Microsoft Office skills
- Excellent verbal and written communication
- Organised and able to meet deadlines

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Group Manager Development and Compliance

Supervision Exercised

The following roles report to the Development Services Manager:

- Town Planner x 3
- Cadet Town Planner x 2
- Development Engineer x 2

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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