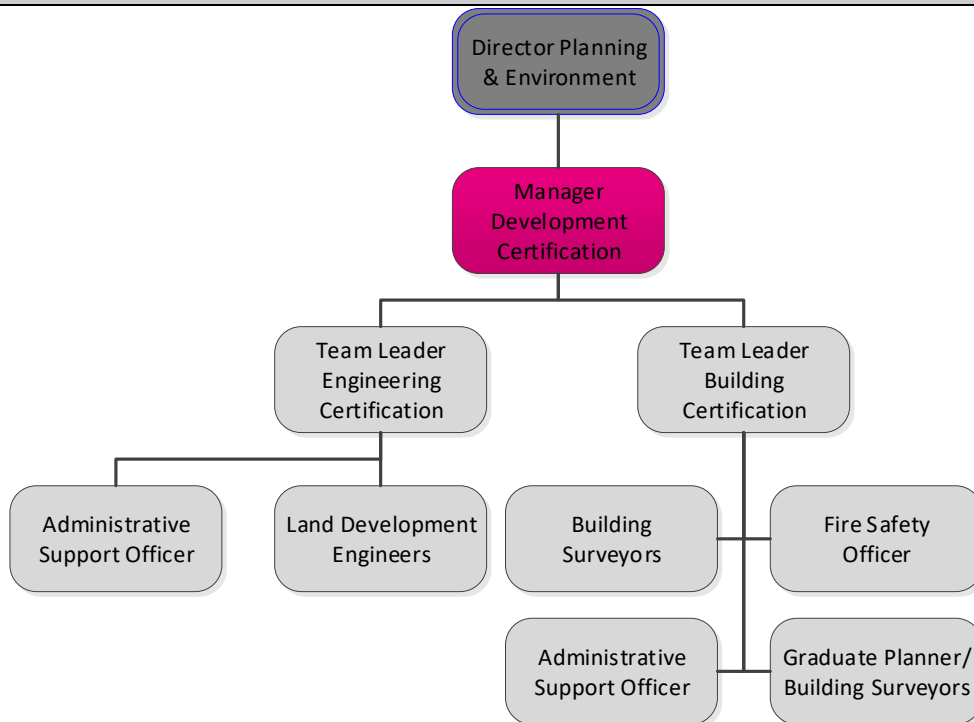


## POSITION DESCRIPTION

<b>Position Title</b>	Manager Development Certification
<b>Position Number</b>	44123
<b>Division</b>	Planning & Environment
<b>Branch</b>	Development Certification
<b>Special Requirements</b>	Ability to work flexible hours including attending meetings outside normal working hours. Ability to respond to afterhours call-outs when required. Drivers Licence
<b>Physical and Environmental Demands</b>	
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Strong Local Leadership
<b>Local Service/s</b>	Support Services

### Reporting Structure



## Position Purpose

- To provide ongoing leadership, management and coordination of the Development Certification
- To deliver the key objectives of Council's Strategic Plan
- To support the Director, General Manager and Council

## Key Result Areas

- **Leadership**
- **Organisational Development/Business Improvement Plan**
- **Branch activities**
- **Council Relationships**
- **Corporate Core Values**
- **Customer Service**

## Key Duties & Responsibilities

### Leadership

- Advise and assist Director and Executive Leadership Group in relation to achieving Council's Strategic and Management Plan directions.
- Achieve day to day performance goals by supporting, encouraging and expanding teamwork and the capabilities of team members.
- Support ongoing learning of self and others in the Development Certification Branch
- Act as a change agent and enable people to respond to change
- Display Council's Core Value of Leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours.

### Organisational Development/Business Improvement Plan

- Ensure that the guiding principles of the Council's Organisational Development/ Business Improvement Plan are fostered, the focus on customers is strengthened and the priority actions are delivered.
- Actively participate in strengthening cross organisational business processes, work to improve service delivery and facilitate partnerships and coloration across Council.

### Branch Activities

- Ensure the effective delivery of services relating to the branch responsibilities of Development Certification and related services.
- Lead, coordinate and manage strategic projects and multi-disciplinary project teams to achieve the required outcomes and comply with legislation, awards and Council's policies.
- Actively participate in devising and reviewing, communicating and delivering Council's strategic vision.
- Provide technical leadership and advice to Council's staff and external consultants engaged in meeting strategic outcomes and provide direct support to Council's activities.
- Integrate project activities and outputs with the activities of branches and units within Council to ensure coordinated solutions to community issues and needs.
- Assume direct responsibility to ensure Council's Operational Plans are prepared, implemented and reviewed to the required standard and in line with Council's legislative requirements.
- Develop a program, work specifications and performance management arrangements relevant to the Branch.
- Ensure staff and resources are managed responsibly and effectively and good working relations are maintained
- Implement Council policies, resolutions and decisions

- Assume direct responsibility to ensure relevant plans are prepared, implemented and reviewed to the required standard and in line with Council's legislative requirements
- Provide sound advice and support to internal and external clients
- Prepare and monitor budgets, resource allocation, procurement and capital expenditure across all Branch programs to ensure timely delivery of works within budget and to increase productivity and team output.
- Ensure appropriate planning of Branch projects are achieved and implement strategies to promote and maintain initiatives.
- Implement Council policies, resolutions and decisions.
- Oversee benchmarking and/or market testing to ensure quality value for money of Branch activities.
- Oversee all assigned contracts and their contract administration.
- Develop and implement procedures which embrace team concept in the workplace.
- Ensure employees are made accountable with regard to their WHS roles and responsibilities
- Prepare and review complex and detailed reports, technical reports, proposals and submissions to the Executive Leadership Team and Council as required.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council
- Other relevant duties which may be required by the Director from time to time

### **Council Relationships**

- Establish and maintain effective working relationships with members of the Senior Management Team
- Participate in cross-organisational teams to deliver strategic outcomes.
- Communicate and liaise with key external stakeholders, including State Government organisations, peak groups, special interest groups, industry associations, commercial organisations, media and elected representatives.
- Ensure Council's contacts with the Community, Government and Business Bodies are effectively maintained.
- Represent Council in negotiating with stakeholders on strategic outcomes.
- Represent Council at seminars and official occasions and liaise with other provide and public agencies to obtain and disseminate information as required.
- Foster and maintain co-operative working relationships with elected Councillors

### **Customer Service**

- Participate in the review, development and improvement of work systems and practices to enhance customer service and meet customer needs.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

### **Corporate Core Values**

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment Safety and Customer Focus.

### **WHS Responsibility**

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

## Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

## Essential and Desirable Criteria

### Essential

- Tertiary qualification in a relevant field and/or extensive demonstrated experience in Development Certification and a broad knowledge and understanding of statutory planning, strategic planning and regulatory services functions.
- Demonstrated leadership skills with the ability to manage and motivate multidisciplinary teams with a commitment to high standards of performance and process improvement.
- Proven ability to understand, assess and interpret complex technical issues, and write clear, concise reports, and provide appropriate recommendations.
- Demonstrated experience in developing and managing annual budgets, proven high level project planning skills, ability to maintain and control expenditure within a budget and deliver projects on time.
- Demonstrated excellent written and verbal communication skills, negotiation and conflict resolution skills, and demonstrated experience in providing excellent customer service and dealing with community members
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

### Desirable

- Post graduate qualifications in management
- Previous experience and/or knowledge of the Local Government environment.

<b>Prepared By</b>	Director, Planning and Environment
<b>Date Prepared</b>	August 2022

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	