



# CANDIDATE INFORMATION

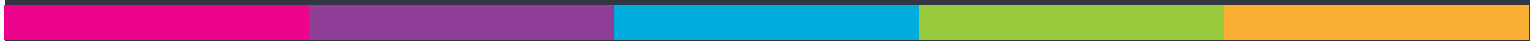
Manager Strategic Planning







growth  
opportunity  
excellence



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## **A message from the Director Planning and Environment, Nicole Magurren**

# **WELCOME**

I am pleased to invite you to look through this information package which presents an exciting opportunity to work in the beautiful Camden area and be an important part of our future.

Camden Council is looking for a new Manager Strategic Planning. In this role you will be responsible for leading the delivery of strategic land use and precinct planning, LEP and DCP administration, heritage planning and infrastructure coordination. You will ensure that these functions balance the needs of our customers and legislative requirements and above all are carried out safely.

As a critical role for our growing organisation, we are seeking a person who has the passion and drive to work collaboratively with the Executive and Senior Management teams, in keeping the interests of our rapidly growing community at the forefront of all we do.

Within this Information Package you will find a wealth of information regarding Camden, the challenges ahead for Council, and of course this important role with of the fastest growing Local Government Area in NSW.

As the Director of Planning and Environment, I am excited to create a sustainable, well planned City for our Community and our Community of the future, alongside a team of Managers whose ambition it is to excel.





# CAMDEN

Currently the fastest growing LGA in Australia, with the population forecast to increase from approx. 115,000 to more than 233,000 by 2036.

Home to rapidly growing residential areas, the Camden LGA welcomes more than 120 new residents each week. The LGA also has many rural, industrial, and commercial areas.

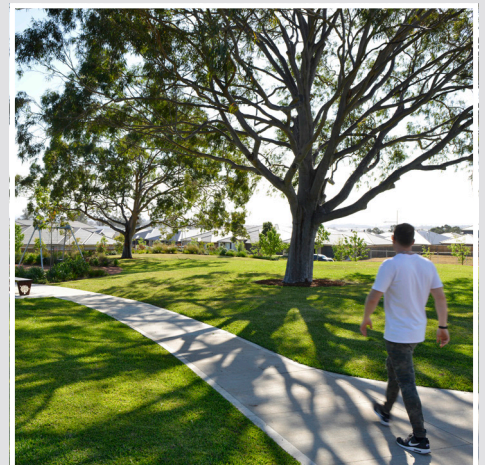
Approximately 200km<sup>2</sup> in size, the Camden LGA is located in Sydney's south-west, about 60kms from the Sydney CBD, and is bounded by Liverpool City Council in the north, Campbelltown City Council in the east, and Wollondilly Shire Council in the south and west.

Camden is well-known for major features, including the Nepean River, The Australian Botanic Garden Mount Annan (part), William Howe Regional Park, Camden Bicentennial Equestrian Park, The Camden Town Farm, The University of Sydney (Camden Campus), Coates Park Farm (The University of Sydney), Belgenny Farm, the Camden Town Centre, Camden Hospital, Gledswood Homestead, wineries and historical homesteads.

The addition of housing supply is a major driver of population growth in the Camden area. Oran Park and the Turner Road Precinct are current residential growth areas, followed by Catherine Field and Leppington, including Leppington North. Suburban development is also forecast to spread along The Northern Road to Marylands and Lowes Creek.

While the increase in growth is predominantly residential, there are significant increases in industrial and commercial areas around Camden, Narellan and Smeaton Grange.

The Camden LGA continues to retain tracts of agriculture in the west, and rural residential and market gardens in the north.



**119,951**

POPULATION (2020)

**\$4.76 BILLION**

GROSS REGIONAL PRODUCT

**55,315**

EMPLOYED RESIDENTS

# ECONOMY

**Economic growth has increased in recent years, with a current 6.7% annual growth rate.**

As a rapidly growing area Camden contains a mix of agricultural land, country towns and villages, new residential areas, commercial and industrial development. In the context of the Western Sydney Airport, Camden offers unique opportunities presented by urban development and population growth.

A significant portion of the northern part of Camden has been identified for future urban development by the NSW Department of Planning and Environment and is known as the South West Growth Area (SWGA). Most of the residential growth for Camden is being planned to occur with the SWGA boundary with associated infrastructure required to be delivered in this area. As the SWGA continues to develop, new centres will be delivered to provide a diversity of employment and housing for future residents.

Camden Town Centre was established as part of the agricultural expansion of the early settlement of Sydney, being one of Sydney's oldest towns.

The local community holds the Camden Town Centre in high regard for its attractive streets, beautiful heritage buildings, and rural village feel. Leppington and Narellan are identified to be the principal future retail and commercial hubs in Camden, with higher-order, strategic centres envisaged for these locations.

Over the next 20 years, Council will need to plan for new homes, jobs and services for an additional 140,000 people, while protecting and enhancing Camden's distinctive local character and natural environment.





# ABOUT COUNCIL

## Elected Council

Camden Council is divided into three wards (North, Central and South) with three representatives from each ward.

Local Government Elections are held every four years in the month of September. The next election will be held this year.

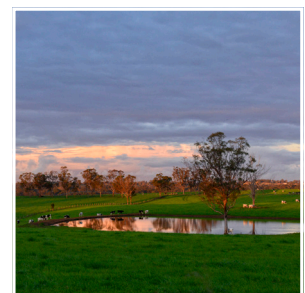
The main responsibilities of the elected Council are to:

- Exercise city leadership;
- Listen to the problems and ideas of the local community; and
- Be the custodian and trustee of city assets and to account for and manage those assets.

## The Administration

The Council administration, led by the General Manager, is responsible for the day-to-day operation and ensuring that the decisions of the elected Council are implemented.

There are approximately 593 staff employed at Camden Council, including 486 full-time, 55 part-time and 52 casual staff. The total Council budget for the 2022/23 financial year is \$424 million, including operating and capital expenditure.



# Our Values



## **LEADERSHIP**

**"Empower Others"**

We invest in the growth, development, and empowerment of staff to become the best version of themselves.



## **INNOVATION**

**"Dream. Create. Inspire"**

We innovate and inspire to create better ways to deliver to our community.



## **PARTNERSHIP**

**"Together We Can"**

We partner to achieve success through support, understanding and shared goals.



## **COMMITMENT**

**"Dedication Drives Results"**

As a high-performance Council, we strive for excellence in all we do.



## **CUSTOMER FOCUS**

**"Our People. Our Community"**

We deliver excellence to our customers through service, facilities, information, resources, education and support.



## **SAFETY**

**"Safety is everyone's job."**

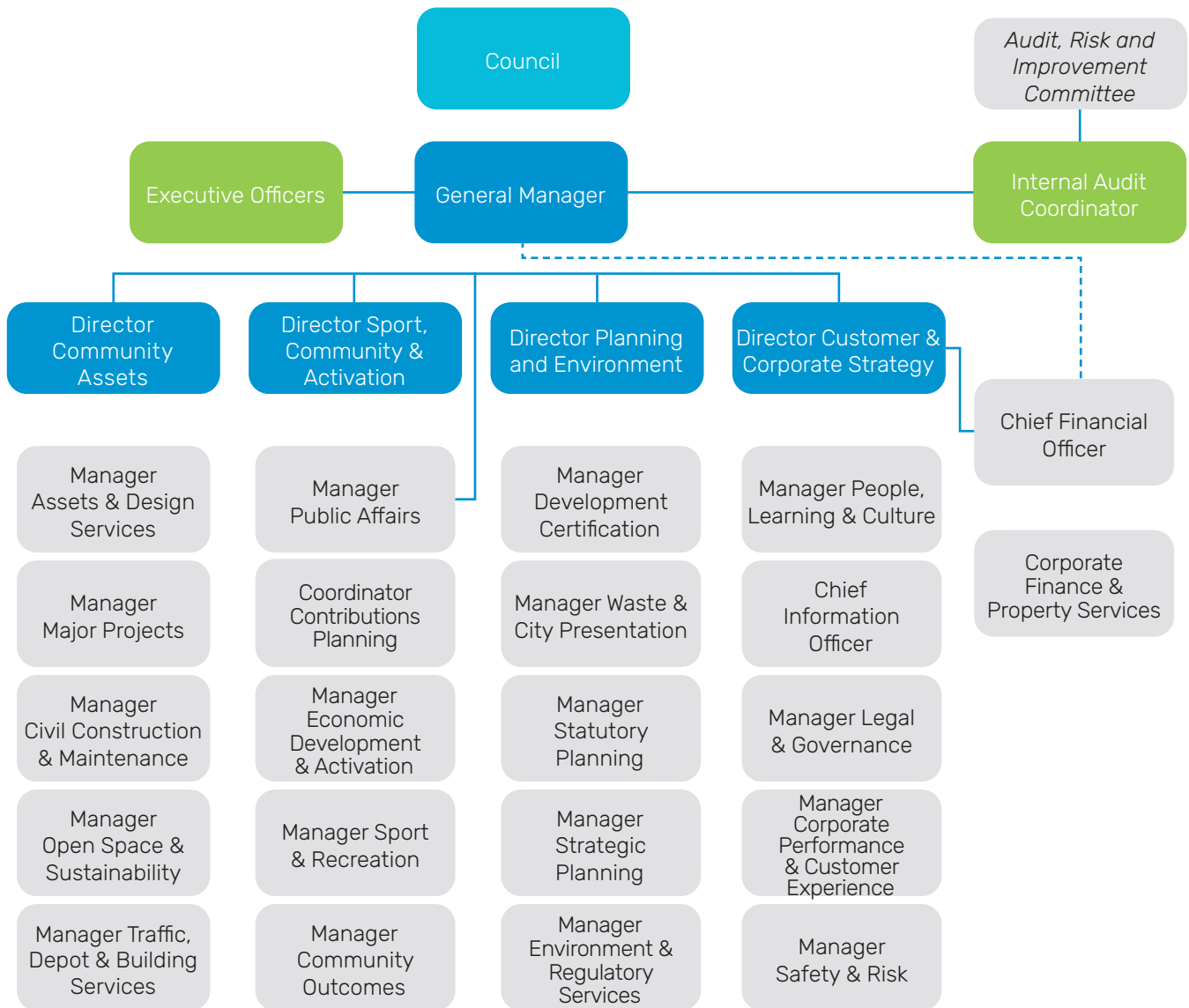
We put safety and wellbeing of people at the centre of everything we do.

**WE THINK BIG, WORK HARD AND GET RESULTS.**



# OUR FRAMEWORK

## 2020 Adaptive Organisational Framework Structure



# THE POSITION

## The Person

Our Manager Strategic Planning plays a key role in helping our LGA grow by ensuring the successful delivery of strategic land use and precinct planning, LEP and DCP administration, heritage planning and infrastructure coordination.

The desired skills and personal attributes for the new Manager Strategic Planning include:

- A positive, values-based leader, innovator and change agent.
- A strategic thinker, with an ability to see past the present.
- An understanding of the Local Government environment.
- A motivator and stand out role model – a person who leads the team and colleagues across the organisation by example.
- A highly effective communicator, influencer and engager.
- You will have appropriate qualifications and leadership and management experience.
- You need to be able to work with the Executive Leadership Group and across the organisation as a key leader in area of your expertise.

## Key Challenges and Opportunities

The position presents some exciting opportunities and challenges which will inspire your interest - the following will require the Manager Strategic Planning's ongoing attention:

- Overseeing Council's Strategic Planning Teams in the context of a growth Council.
- Ensuring the safety of your team is the number one priority.
- Leading and inspiring colleagues so they have clarity about what lies ahead and what is expected of them, whilst ensuring we pause to celebrate successes along the way.
- Managing Key deliverables of the branch within budget and on time.
- Maintaining awareness of strategic, along with operational demands and priorities, engaging with staff across all levels of the organisation to meet corporate goals.
- Managing competing priorities, deadlines and inputs from multiple teams and stakeholders to deliver quality designs, plans and projects.



# Key Selection Criteria

## ESSENTIAL

1. Tertiary qualification in a relevant field and/or extensive demonstrated experience in Strategic Planning including strategic and land use planning within a growth area.
2. Demonstrated leadership skills with the ability to manage and motivate multidisciplinary teams with a commitment to high standards of performance and process improvement.
3. Proven ability to understand, assess and interpret complex technical issues, and write clear, concise reports, and provide appropriate recommendations.
4. 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.
5. 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.
6. Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

## DESIRABLE

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

# TOTAL REMUNERATION PACKAGE

An attractive salary package will be negotiated with the successful applicant.

# RECRUITMENT PROCESS

The position is being advertised in August 2022 with a closing date of **5pm Monday 29 August 2022.**

## Applications Open 05/08/2022

Submit an application [online](#).

**APPLICATIONS  
CLOSE  
29/08/2022**

## Short Listing

A short list of candidates for interview with the Interview Panel will be selected after applications close. Short-list candidates and unsuccessful candidates will be notified by this date.

**12/09/2022**

## Interviews

The first Panel interviews will be held in week commencing 19 September 2022

A second/final interview is expected to take place with the Executive team thereafter for the preferred candidate.

**19/09/2022**

## Hogan Assessment and Reference Checks

Will also be carried out for preferred candidates only and you will need to nominate referees in your application or after being advised you have been successful with an upcoming interview.

That said, we do NOT contact referees without first confirming such with the applicant.

**26/09/2022**



# FURTHER INFORMATION

For further information on Camden Council and the region, click the link to these resources:

[Connecting Camden - Community Strategic Plan](#)

[Annual Report](#)

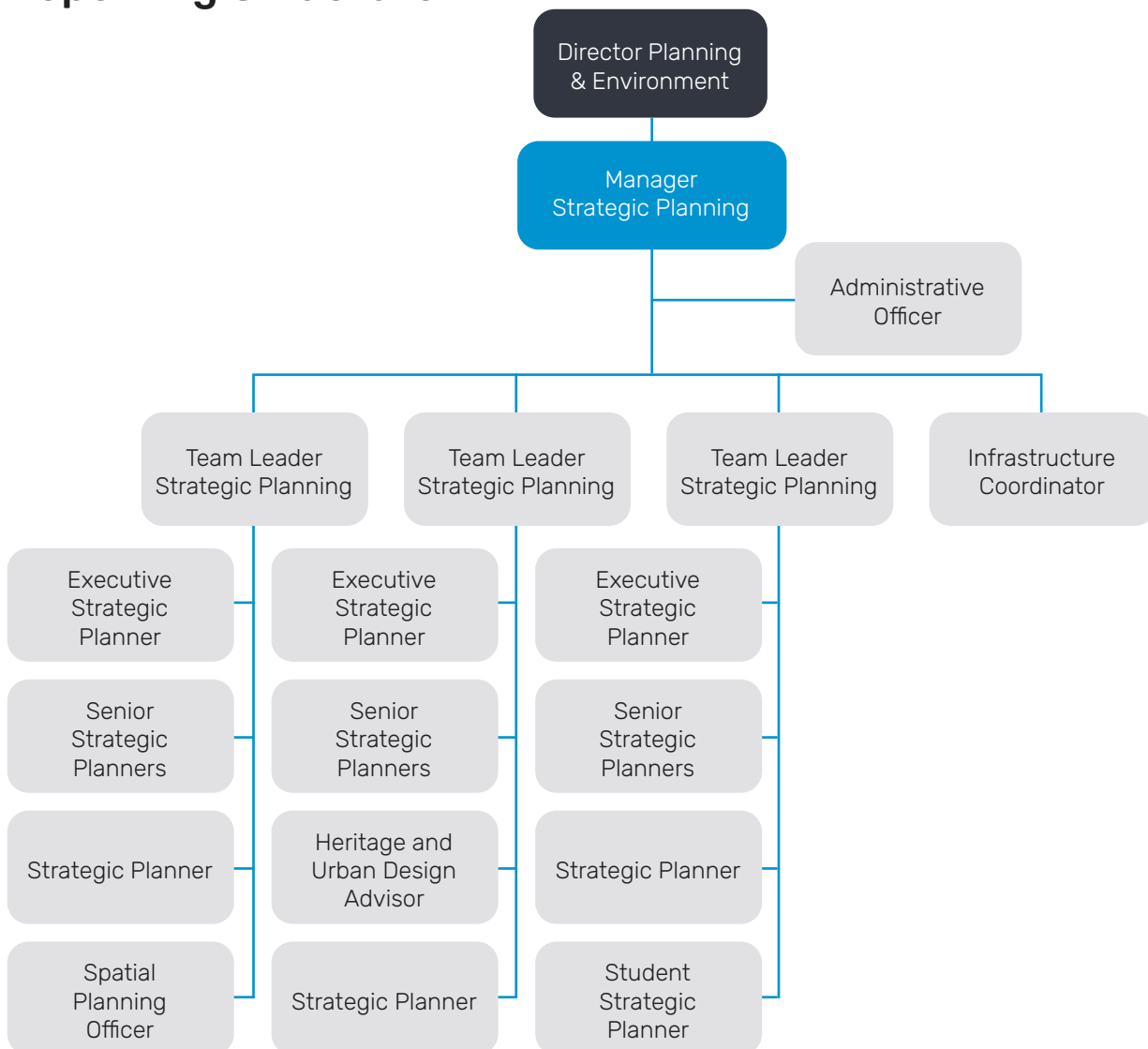
[Economic Development Strategy](#)

[Local Strategic Planning Statement](#)

# POSITION DESCRIPTION

<b>Position Title</b>	Manager Strategic Planning
<b>Position Number</b>	43118
<b>Division</b>	Planning and Environment
<b>Branch</b>	Strategic Planning
<b>Special Requirements</b>	Ability to work flexible hours including attending meetings outside normal working hours. Ability to respond to after-hours 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

## Reporting Structure





## Position Purpose

- To provide ongoing leadership, management and coordination of the Strategic Planning Branch.
- 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 team work and the capabilities of team members.
- Support ongoing learning of self and others in the Strategic Planning 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 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 collaboration across Council.

### Branch Activities

- Ensure the effective delivery of services relating to the Strategic Planning Branch 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 preparing and reviewing, communicating and delivering Council's strategic vision.
- Provide technical leadership and advice to Council's staff 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.
- 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.

## Key Duties & Responsibilities

- Ensure appropriate planning of Branch projects are achieved and implement strategies to promote and maintain initiatives.
- 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 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 Executive Leadership Team and 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 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 Strategic Planning including strategic and land use planning within a growth area.
- Demonstrated leadership skills with the ability to manage and motivate multidisciplinary teams with a commitment to high standards of performance and customer service.
- 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.

## Essential and Desirable Criteria

### 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>



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council



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