

Manager Development Approvals

Position Number:	500257
Directorate:	Development and Infrastructure
Department:	Development Approvals
Reports to:	Director Development and Infrastructure
Classification:	Senior Officer
Employment Status:	Permanent
Location:	Wallan Office – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Date created/amended:	March 2021
Employee signature:	Date: / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



Respect



Customer Service
Excellence



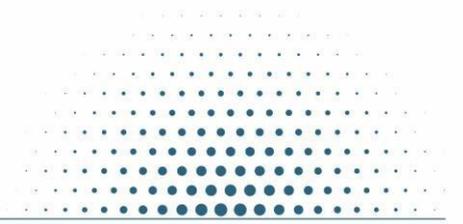
Accountability



Continuous
Improvement

Structure

- Mitchell Shire Council is broken into three Directorates being:
- Governance and Corporate Performance
- Development and Infrastructure
- Advocacy and Community Services



About the Role

Objectives

The Manager Development Approvals is responsible for the following Council functions:

- Statutory Planning; and
- Building Services.

As leaders, Managers at Mitchell play a key role in leading and driving the development of policy and services as well as creating a positive and productive culture and work environment.

Council's objective is to be known for excellence through innovation and partnerships, and this will require an unrelenting focus on customer service, continuous improvement and value for money.

The Manager Development Approvals will lead the activity of their department towards this objective. Guidance for the Departments activities will be provided by well-developed and soundly based research, policy and strategy.

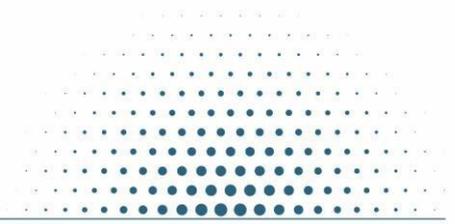
As a member of Council's Senior Leadership Group, the Manager Development Approvals will maximise integration with other Council objectives such as social development, infrastructure provision, financial sustainability, governance and organisational development. They will be a regular contributor to, and sometimes leader of, cross organization initiatives, often outside of their normal portfolio.

The Manager Development Approvals will be required to review the services as outlined above to ensure synergies within the department and overall organisational fit. They will ensure that the Council's activities outlined in the Council Plan are delivered, statutory responsibilities are satisfied, and that planning for the future is robust and well informed.

Key Responsibility Areas

Policy and Strategy Responsibilities

- Provide clarity of vision and direction for the Team, ensuring alignment with whole of organisation goals, objectives and Council and Community Plans;
- Undertake timely and appropriate strategic planning and policy work in the Team's areas of responsibility ensuring that growth is well planned for and future community needs are anticipated and understood;
- Be proactive in the identification, management and mitigation of strategic and operational risks to Council and ensure that there is no tolerance of fraud, corruption or behaviour that may bring Council's reputation into disrepute;
- Ensure the Team's operations are consistently with organisational policies, procedures and practices including but not limited to those relating to:
 - Corporate Reporting and Performance Measurement;
 - Records and Information Management;
 - Risk Management;
 - Occupational Health and Safety;
 - Human Resources Management; and
 - Financial Management.



- Maintain a good working knowledge of relevant legislation and regulations and apply legislative requirements to the practice of the Department and Council.

Staff Management and Development

- Promote the values and priorities of the organisation to all staff and act as a role model.
- Actively support and promote a culture of continuous improvement and business excellence, recognising achievement and innovation.
- Develop annual Performance Plans for staff and ensure performance of all staff in the Department is monitored and assessed against targets.
- Create an environment where innovation and achievement are emphasized and rewarded.
- Ensure appropriate levels of staff training and development.
- Delegate responsibility and authority to staff as appropriate.
- Manage the performance and adherence to standards by contractors and agents of Council.
- Ensure a high level of awareness amongst staff regarding Council policies, procedures and projects.
- Identify and recommend training needs and development opportunities for Departmental staff, regarding budget, financial management and the use of information technologies.

Occupational Health and Safety

Provide a safe working environment for all staff and employees of the Department in accordance with the regulations of the Occupational Health and Safety Act 2004 (as amended) by:

- Establishment of a comprehensive safety program within the Department;
- Regular safety training in consultation with the Risk Management Officer;
- Regular audits of work procedures and equipment; and
- Provision of appropriate equipment and conditions for the work to be performed within the Department.

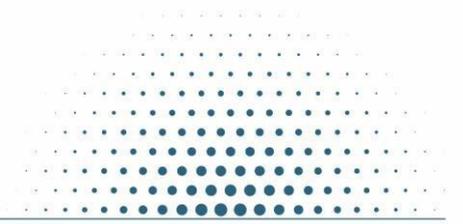
Financial Administration

Ensure the effective financial administration of the organisation and the Department and maximise the return to Council by:

- Developing and maintaining a rigorous and accurate budget, designed to provide context and direction in strengthening the Council's financial sustainability and direct management of the Department budget; and
- Participate on advocacy activities and proactively identify opportunities for grants, partnerships and collaborations that would benefit Mitchell Shire Council and lead to enhanced financial, social or environmental outcomes.

Stakeholder Responsibilities

- Represent the Council, CEO and or Director at various events, forums and meetings as required.
- Work cross – organizationally on various projects and initiatives to ensure the efficient and effective operation of the total organization
- Ensure the provision of timely, accurate, informed and contextually appropriate reports and advice to the Council, CEO and Executive Leadership Team



- Actively work to build a positive reputation and profile of Mitchell Shire Council with the public, stakeholders and within the local government sector.

Other Duties

- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

About You

Key Selection Criteria

1. Sound decision making skills including pragmatic approach to problem solving and managing conflicting priorities;
2. Substantial experience in transforming and enhancing the performance of teams and services with an emphasis on value for money and customer focus;
3. Experience in the management of multi-function service units at a senior level;
4. An awareness of structural changes in all levels of Government in recent years; would be an advantage, with experience in Local Government desirable;
5. Experience in building productive partnerships and relationships with stakeholders;
6. Substantial experience in roles related to Statutory Planning and Building; and
7. Clear understanding of issues confronting a growing urban growth municipality.

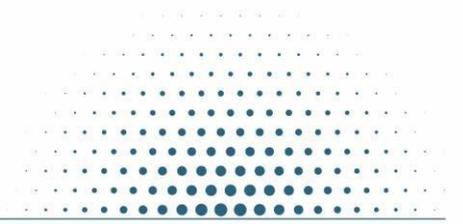
Qualifications and Experience

Essential

- A tertiary qualification in a related discipline
- Extensive experience in the Statutory Planning and/or Statutory Building profession
- Eligible for a membership to PIA
- Willingness to undertake National Police Check

Desirable

- Post Graduate qualifications in leadership, management or business would be well regarded; and
- Evidence of a commitment to continuing professional development is essential.
- Evidence of continuing professional development is desirable.



Position Requirements

Accountability and Extent of Authority

- Authority to manage the Development Approvals teams in accordance with Council's legislative requirements, internal policies and relevant delegations;
- Authority to carry out executive duties in accordance with organisation-wide policies
- Responsible to the Director Development and Infrastructure for the effective and efficient management of the Team and for achieving organisation and individual goals.
- Accountable for creating and maintaining an environment where staff at all levels are encouraged to contribute to developing a productive and rewarding organisation.

Judgement and Decision Making

- Ability to represent Council and the community of Mitchell Shire in relationships with business, government and other organisations.
- Ability to identify matters requiring the attention of the Director Development and Infrastructure and Council as necessary.
- Ability to identify opportunities for improvement of organisation and community benefit through new policies, procedures and processes and to actively promote these within the Senior Leadership Group.
- Within the Senior Leadership Group be responsible for the development of complex organisation-wide policy options to ensure the efficient and effective operation of the total organisation

Specialist Skills and Knowledge

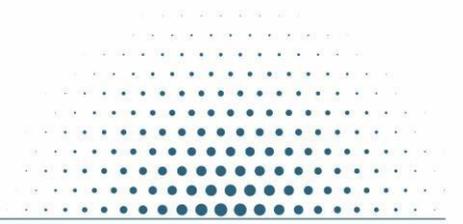
- Detailed knowledge of Acts and Regulations relating to the management of Local Government within the position's responsibilities.
- Clear and focused problem solving and decision-making skills, enabling quick and accurate resolution of issues faced by Council which relate to service delivery.
- Capacity to think and act with initiative in an innovative and proactive manner.

Management Skills

- Strong skills in management of self and others including an ability to manage multiple demands, set priorities and achieve timelines.
- Ability to embrace, accommodate and implement change.
- Ability to manage staff in accordance with all relevant personnel practices and requirements.
- Highly developed negotiation skills.
- Advanced resource management skills including staff, budgets and capital assets.

Interpersonal Skills

- Ability to provide high standards of customer service;
- Outstanding leadership qualities and the ability to inspire people and raise standards;
- Ability to effectively represent the Council at the community level and at other levels of Government;
- Energy and dynamism and proven ability to work intelligently and strategically;
- Ability to strongly engage others in achieving Council objectives; and
- Well-developed public speaking and presentation skills.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- Mitchell Shire Council Enterprise Agreement No 8 2020-2024; and
- Early Education Employees Agreement 2016.

Current Awards at Mitchell Shire Council are:

- Victorian Local Authorities Award 2001;
- Nurses (ANF Victorian Local Government) Award 2002; and
- National Training Wage Award 2000.

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

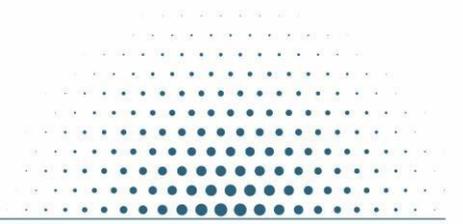
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- Making decisions and providing advice consistent with human rights; and
- Actively implementing, promoting and supporting human rights.

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation or family or social background, have equal rights to protection from abuse and neglect;
- There is zero tolerance for all forms of abuse and neglect towards children;
- All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority;
- Best practice standards will apply in the recruitment of staff, volunteers and contractors;
- People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check;
- A statement of our commitment to child safety requirements is included in induction;
- Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children;
- Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates; and



- All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies.

Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- Understanding records management obligations and responsibilities;
- Making and keeping accurate and complete records of business activities and decision making;
- Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters;
- Ensuring the quality and accuracy of the data used or entered on Council databases and systems; and
- Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

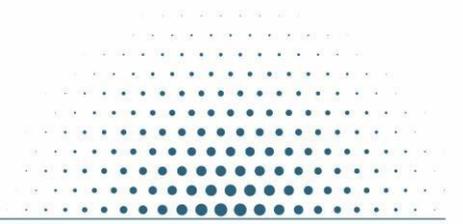
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

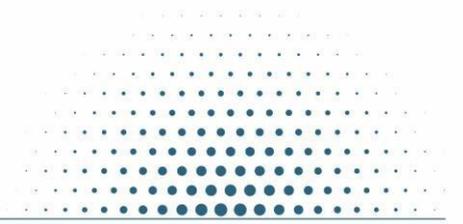
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

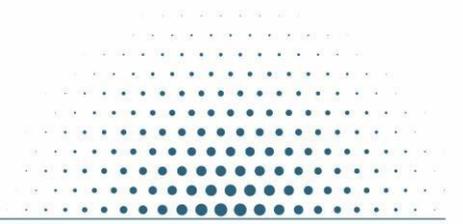
Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

- **Casual Employees** will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

- **Part Time Employees** can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.