

Role Description



Position Title **Manager - Development Services / Strategic Planning / Planning**

Position Number

Purpose of Role

The position of Manager Development Services / Strategic Planning / Planning is responsible for the management of council's Development Services / Strategic Planning / Planning Department.

Specific Responsibilities

- Leadership and management of the department's staff and resources.
- Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence.
- Management of the department's annual and long term budget and the requirements of council's strategic and operational plans.
- Drive organisational change to deliver services efficiently and effectively.
- Deliver the development services / strategic planning / planning function to meet the needs of the council, legislative requirements and relevant standards.
- Provide strategic analysis and policy advice to the Director.

Work Experiences and Skills – essential

- Demonstrated ability to deliver the specific responsibilities of this position.
- Demonstrated ability to prepare and present high quality management reports and submissions.
- Highly developed interpersonal, communication, negotiation and consultation skills.

Academic, Trade Qualifications and other Licences – essential

- Relevant tertiary qualification or significant management experience.
- Current C class driver's licence.

Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

