

POSITION DESCRIPTION

POSITION TITLE:		Manager, City Strategy			
POSITION NO:		101000	CLASSIFICATION:		Senior Officer
DIVISION:		Planning and Place Making			
BRANCH:		City Strategy			
REPORTS TO:		Director Planning and Place Making			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Effectively lead and manage the City Strategy Branch, including business planning and delivery of outcomes regarding strategic planning, economic development, open space planning and urban design services;
- Drive the strategic planning program focussing on outcomes regarding revised provisions in the Yarra Planning Scheme to manage the development pressure and the liveability of Yarra;
- Implement programs and projects that advance the vision and objectives of the Council Plan;
- Ensure the delivery of high quality, timely, and responsive reports to Council; and
- Lead, motivate and develop the Branch with a focus on teamwork, flexibility, collaboration across the organisation and continuous improvement.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The City Strategy Branch forms part of the Planning and Place Making Division and contributes directly to the achievement of the organisational goals. As a member of the Divisional management team the incumbent is required to pursue Divisional and corporate goals through effective teamwork within the Division and with colleagues in other divisions, providing leadership within the Branch and developing sound working relationships with a range of internal and external parties. In order to ensure strategic alignment and organisational responsiveness there is a need for a degree of flexibility in some of these functions.

ORGANISATIONAL RELATIONSHIPS:

Position reports to:

Director Planning and Place Making

Positions Reporting to this Position:

Senior Coordinator Strategic Planning
Senior Coordinator Urban Design
Coordinator Open Space Planning and Design
Coordinator Economic Development
Business Support Officer

Internal relationships

The incumbent is required to liaise with management and staff at all levels within the Organisation and to provide high-level strategic and operational advice to the Council, CEO, Director and the senior leadership group. The position is also a key member as part of an internal collaboration group.

External relationships

The position is required to negotiate and maintain effective professional relationships with Government departments and agencies, other municipalities, service providers, staff associations, suppliers, key industry and business groups, community organisations and local residents.

KEY RESPONSIBILITY AREAS AND DUTIES (please note this may be subject to review)

- Provide effective leadership to the Strategic Planning, Economic Development, Urban Design, and Open Space Planning and Design units.
- Lead and drive Council's strategic planning program, including the ongoing review, improvement and implementation of the Yarra Planning Scheme.
- Direct and manage the provision of these services across the organisation with a project management focus to achieve timely outputs.
- Develop strategic and business plans in line with Divisional objectives.
- Ensure responsive service delivery that meets customer and project management expectations.
- Provide sound high-level advice to the Chief Executive, Director, Executive and senior managers of the organisation on all significant and important Branch management issues.

- Contribute to the development of divisional strategic and business plans for the achievement of financial, human resources, quality management, client service and best practice targets.
- Manage projects and contracts in a cost effective and efficient manner to ensure achievement of budgetary targets and delivery of capital works projects on time.
- Promote, facilitate and support local business, local employment and a sustainable, viable and innovative local economy.
- Promote, facilitate and support good urban design outcomes and support the design and implementation of public realm and open space improvements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the Director, Planning and Place Making for:

- The efficient and effective management of the Branch's resources and the achievement of Branch goals and agreed work plans within pre-determined budgetary, quality and time constraints.
- Provision of effective leadership, drive and guidance to staff to meet branch goals and key milestones.
- Actively promoting a *One Yarra approach* and collaboration for integrated outcomes.
- Compliance with all applicable standards and regulations in relation to the Branch's activities.
- The incumbent is responsible for the delivery of the work plan in a responsive and timely manner.

The Manager has the following authority:

- To act within established operational and budgetary guidelines and the provisions of relevant Acts, regulations, codes, and City policies.
- To engage and liaise with external organisations and across the Council to further the progress of outcomes sought in the agreed work plan.

The incumbent is required to fully brief the Director, Planning and Place Making on significant issues of operational and strategic importance in a timely manner.

Safety & Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Champion and support staff to embrace the following Sustaining Yarra principles through the work of the Branch:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development

- Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING:

Many decisions made by the position have significant effect on the community, the Division and the organisation as a whole.

The person operates within a framework broadly provided by the *Planning and Environment Act 1987* and the *Local Government Act 2020* – the position has significant autonomy working to broadly based objectives and agreed work plans.

This will be in the form of pre-determined objectives and guidelines or special tasks, projects or assignments. Position objectives are broadly established through Council policy and work plans.

Guidelines and strategies may be required to be developed in order to achieve outcomes in an effective and a timely manner.

The position deals with decision-making on complex and often unusual issues and is required to develop new policies and procedures to supplement existing policy guidelines.

SPECIALIST KNOWLEDGE AND SKILLS

- Developed skills in the creation of high quality analytical reports to Council and the preparation of policy documents.
- The ability to work effectively within a political environment and the ability to understand and interpret context and the often competing interests and issues of a given situation.
- The ability to conceptualise and see the big picture in a complex environment in order to determine a way forward.
- A team oriented approach and a commitment to quality and customer service.

MANAGEMENT SKILLS

- The ability to manage multidisciplinary teams, resources and projects.
- An open and approachable leadership style that provides guidance to staff within an outcome based approach and motivates and empowers staff in a complex, busy and often political environment.
- The ability to contribute to the strategic direction of the Division as part of its management team.
- The ability to manage the provision of a range of diverse services and programs.
- A focussed approach to achieve outcomes and actively progress projects towards a conclusion.
- Demonstrated experience in budgeting and leadership in delivery of capital works projects.

INTERPERSONAL SKILLS

- Excellent communication skills (both written and oral).
- Advanced analytical and problem solving skills.
- The ability to effectively communicate with persons at all levels of the organisation and with the community.
- The ability to lead, motivate and develop staff.
- An approach that engenders integrated thinking and participation across the organisation.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Urban Planning or a related allied discipline.
- Extensive experience preferred in:
 - a complex organisational environment, including responsibility for planning and policy development;
 - local government in a leadership capacity; and
 - strategic urban planning.
- Sound understanding of key issues and emerging trends relevant to economic development in a Local Government context.
- Experience in developing and maintaining a constructive team culture.
- Experience in developing strong working relationships with relevant key agencies and authorities.

KEY SELECTION CRITERIA

- Extensive experience in Local Government, with a demonstrated ability to effectively work within a political environment and present in a public forum;
- Tertiary qualifications in urban planning or a relevant allied discipline;
- A sound understanding of the economic, environmental and social dynamics of an inner city municipality;
- Highly developed leadership and motivational skills;
- Advanced conceptual, analytical and problem solving skills and excellent written skills (report and policy).