



## POSITION DESCRIPTION FORM

File No: PDF-0016401

### POSITION IDENTIFICATION

Title:	Manager Development Services	Level:	Level 10
Service Unit:	Development Services	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Sustainable Development	Date Effective:	21 November 2023
Reporting to:	Chief Executive Officer	Date Last Reviewed:	21 November 2023

### PURPOSE OF POSITION

- Oversee the Development Services department and provide advice to Council and the public for the orderly compliance and development of the Shire in accordance with Council's strategic objectives.
- Provide leadership and direction to the Planning, Building, Environmental Health and Emergency & Law Enforcement functions in the delivery of efficient high quality services.
- Ensure that the relevant statutory requirements of all applicable Acts and Regulations are complied with by the department and promote good government to maintain the integrity of the organisation.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Work in partnership with the Engineering & Development Services Directorates to promote efficient and compliant services in accordance with legislation and best practice.
- Administer in accordance with Council delegations, the Town Planning Schemes and other planning controls.
- Ensure all development applications are processed in accordance with the provisions of Council's Town Planning Schemes, planning policies, or State Government directives.
- Manage and mitigate risks associated with the compliance with various Acts, Local Laws and Council policies, overseeing any enforcement measures.
- Provide advice to the organisation on appropriate response, precedent and protocol when dealing with issues and legislation, anticipating solutions to protect the future interests if the shire.
- Oversee the provision of the Shires emergency management plans and Business Continuity Plans.
- Liaise with stakeholders on subdivisions, structure plans, district level structure plans and Town Planning Scheme amendments.
- Responsible for the preparation of Council meeting and Committee meeting agendas, in accordance with the Local Government Act 1995 and attend Council and or Committee meetings as required.
- Facilitate the review of the municipal inventory of heritage places every four years, commencing from the applicable due date.
- Coordinate the preparation of strategic town planning studies and implementation of projects.

## SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Provide planning advice to the Shire’s Assets department in regards to infrastructure requirements and development.
- Oversee budget submissions and manage the Development Services department budget and reporting.
- Expedite correspondence relevant to the department resulting from Council meetings and verify the accuracy of correspondence generated by the responsible Officer in accordance with internal procedures.
- Promote and implement best practice and continuous improvement strategies to increase efficiency in business systems, compliance systems and service delivery across the department.
- Implement organisational goals as defined in strategic management / corporate plans adopted by Council.
- Represent the Shire at State Administrative Tribunal hearings and appeals as required.
- Any other duties as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

## ORGANISATIONAL RELATIONSHIPS

Responsible for:	Planning Officers Coordinator Health, Emergency & Rangers Rangers	Principal Building Surveyor Environmental Health Officers Development Compliance Officer
Internal Relationships:	All Shire of Dardanup employees and Elected Members.	
External Relationships:	Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.	

## POSITION DIMENSIONS

Work Location:	Eaton Administration Centre.
Delegated Authority:	As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

## EXTENT OF AUTHORITY

This position operates under direction of the Director Sustainable Development within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;

## CORPORATE ACCOUNTABILITIES

- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's OSH policies and the Work Health and Safety Act 2020, as amended.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act 2020, as amended.
- Work closely with Council's Occupational Safety & Health Committee (OSH), OSH Representatives, staff and contractors to ensure as a minimum that the requirements of relevant OSH legislation are met and the Council's OSH policies and procedures are strictly adhered to throughout the Department.
- Show leadership and support for the implementation of and compliance with safe work practices and the development of a robust OSH culture in which every employee recognises and accepts responsibility for OSH.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Occupational Safety & Health legislation and Council's OSH policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values, "Trust, Respect, Accountability, Community/Customer, Excellence and Support" within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



## SELECTION CRITERIA

1. Tertiary qualifications in town planning.
2. Demonstrated knowledge of Western Australian legislation pertaining to town planning, environmental health, building, emergency management, animal control, local government and heritage.
3. Proven ability to engage and influence outcomes for the organisation by managing issues and challenges with a capacity to address such issues and challenges.
4. Demonstrated public relations and interpersonal skills in a customer based environment with an ability to influence, negotiate and resolve conflict.
5. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs, databases and GIS.
6. Proven leadership capability coupled with strong interpersonal skills and an ability to develop trust and engagement within a workforce and manage the demands of varied areas of responsibility.
7. Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.
8. Demonstrated understanding of contemporary management practices including the principles and processes associated with continuous improvement, business excellence and project management.
9. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.
10. Five years' experience in a senior position in the development services field with a local government or planning consultancy.

Essential:

Desirable:

1. Building Surveyor (Level Two Certification) combined with management qualifications and experience may also be considered as an alternative to the tertiary qualifications listed above.
2. Eligibility for membership of the Planning Institute of Australia.