

POSITION DESCRIPTION

POSITION TITLE	Manager Approval Services
DIRECTORATE - SECTION	Development Services – Statutory Services
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Director Development Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

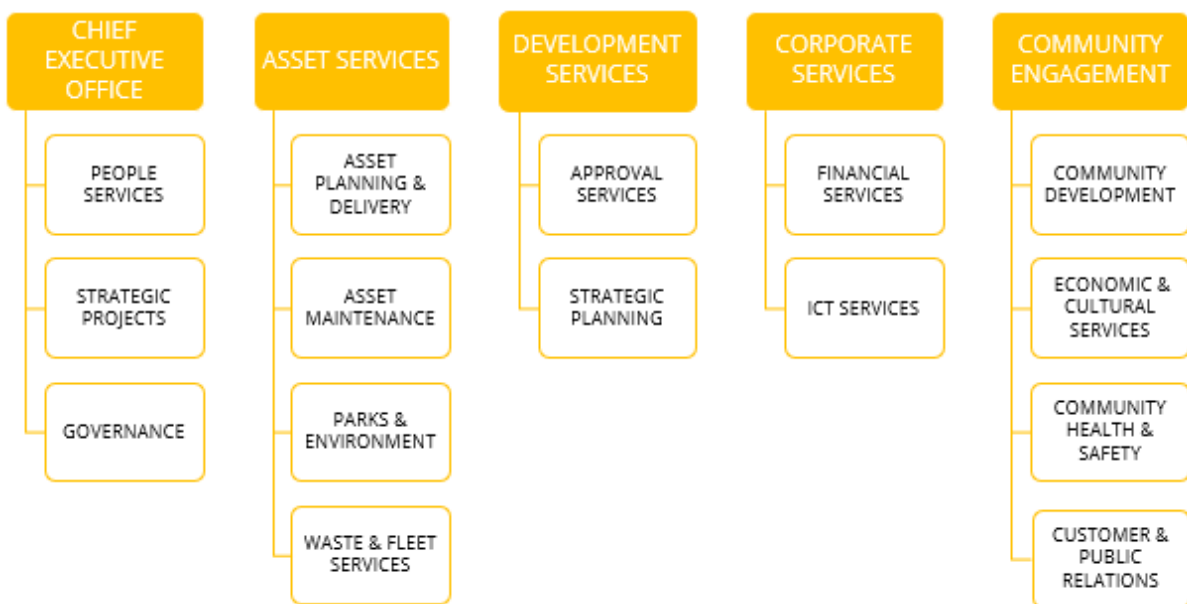
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Participate in the operational planning and undertake the day-to-day management and leadership of the statutory planning, planning compliance, building and development engineering areas, in order to contribute to the City's objective relating to future growth; anticipating community demands and expectations; and revitalisation and improvement projects.

Provide professional support to the Director Development Services in the day-to-day management and operation of Development Services, to ensure that the statutory planning, planning compliance, building and development engineering functions are consistent with the Council's philosophy and statutory obligations.

KEY RESULT AREAS

COUNCIL (ELECTED MEMBER) AND EXECUTIVE (CEO AND DIRECTORS) SUPPORT

Council (including Committees) and Executive are fully and accurately informed and supported to ensure the best possible operational decisions are made; and initiatives and programs implemented, in relation to Town Planning and Development matters.

STRATEGIC / OPERATIONAL PLANNING

Effective operational business plans (appropriately linked to relevant goals within City's Strategic Plan) are developed; implemented and regularly reviewed for the Development Services area.

COMMUNITY PARTICIPATION

The management; operation; and environments related to the Development Services areas proactively maintain and further develop the highest possible levels of community participation through the provision of high quality legislated consultative processes, initiatives; programs, services and facilities.

MANAGEMENT OF THE APPROVAL SERVICES TEAM

Development Approvals team and direct reports are consistently provided with high quality; dynamic; innovative and proactive leadership guidance and support including regular and constructive performance feedback and development opportunities. During periods of annual leave/ long periods of sick leave of Director Development Services, acting in that position will be required.

FINANCIAL MANAGEMENT

Section budgets are consistently and accurately prepared and monitored in accordance with Council requirements, with expenditure reduction initiatives, when required, proactively implemented.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.

- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Possession of a tertiary qualification in Town and Regional Planning or equivalent and possession of, or progress towards, a Post Graduate qualification in Management being desirable.
- Training in the management and/or leadership of human resources, & team building / development is desirable.
- Eligibility for membership to the Planning Institute of Australia.

SELECTION CRITERIA

1. A minimum of five years' experience in a Senior Town Planning role (preferably in Local Government) is required.
2. Proactive and innovative management skills demonstrated in a planning and development team environment.
3. Excellent communication, negotiation, and customer service skills, particularly maintaining partnerships and networks in an approval services environment.
4. Experience in applying statutory requirements; laws; and frameworks relevant to planning services within a local government environment. Relevant experience in building legislation would also be highly regarded.
5. Financial management experience in preparation and monitoring of section budgets and expenditure reduction initiatives proactively implemented.
6. Good strategic and operational planning skills demonstrated by improving community participation, team structures and workflows.
7. Intermediate skills in MS Office (Word, Excel, PowerPoint, Publisher) & the LG 'IT Vision – SynergySoft' Software.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Andrew Fowler-Tutt

DATE PD REVIEWED/APPROVED: 14 March 2023
