

POSITION DESCRIPTION

POSITION TITLE	Director Development Services
DIRECTORATE/SECTION	Development Services
LEVEL	Negotiated Contract
RESPONSIBLE TO	Chief Executive Officer

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

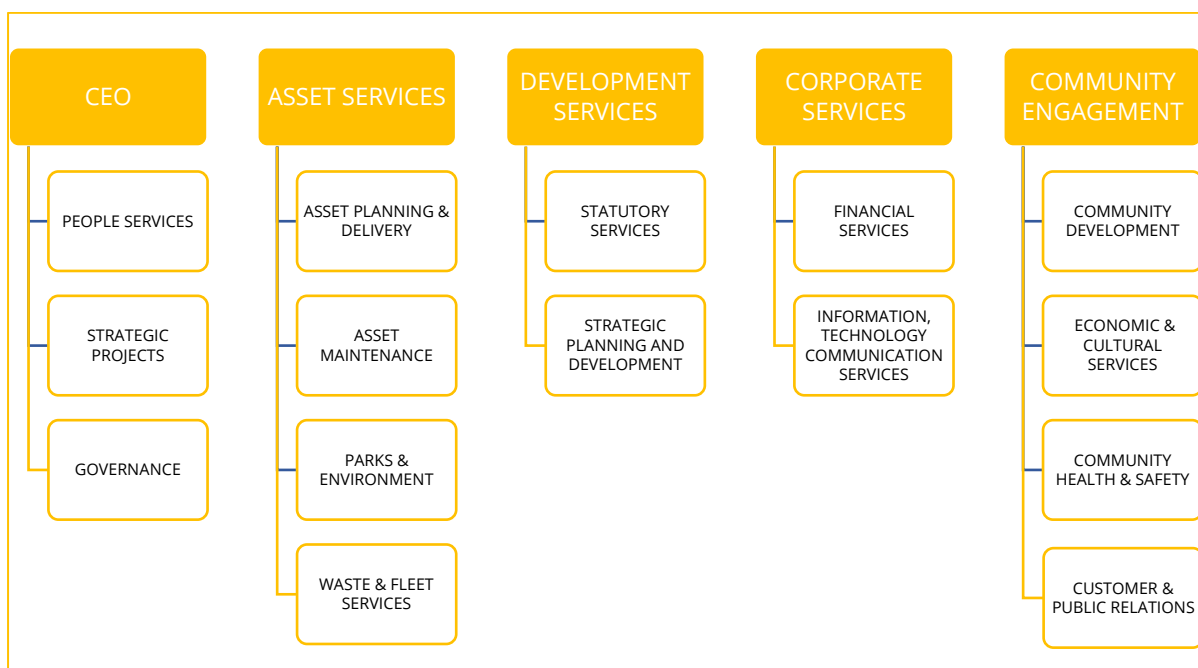
OUR SIMPLE GUIDING PRINCIPLES

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, 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

Ensure through contemporary management and the maximisation of available resources that the Development Services Directorate are administered strategically, effectively, and efficiently.

KEY RESULT AREAS

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

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

STRATEGIC / OPERATIONAL PLANNING

- Effective strategic and operational business plans and service reviews (appropriately linked to relevant goals within the City's strategic plan(s)) are developed; implemented and regularly reviewed for the Development Services Directorate; including plans for each of the individual service areas.

CUSTOMER MANAGEMENT

- The strategic management and operational environments related to the Development Services areas are proactively maintained, improved, and produce the highest possible levels of community satisfaction through the provision of high quality and initiatives, programs, services, and facilities.
- A strong customer centric culture will be pursued and will align to the Customer Services Strategy and Charter of the organisation. Customers should be analysed in terms of the kind of customers and the processes being provided to the different customer groups.

LEADERSHIP AND DEVELOPMENT

- Development Services teams and direct reports are consistently provided with high quality; dynamic; innovative and proactive strategic leadership; guidance and support, including regular and constructive feedback about performance and development opportunities.
- A dynamic learning environment is to be pursued to ensure employees self-improve and display the corporate cultural attitudes that are expected in a service centric organisation

BUSINESS PROCESS MANAGEMENT

- All mission-oriented and support business processes are continually reviewed and improved and are used to measure the effectiveness of the directorate and ensure that all products and services conform to customer requirements.

WORKPLACE HEALTH & SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), the primary duty of care is to ensure the provision and maintenance of a working environment that is safe and without risks to health so far as reasonably practicable.
- Exercise due diligence to ensure the PCBU complies with its health and safety duties in relation to the strategic, structural, policy and key resources decisions for WHS.

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)

- A Planning or similar Tertiary Qualification is essential.
- Post Graduate qualifications Business Management will be highly regarded

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Extensive knowledge of Local Government functions and processes.
- Understanding of legislative requirements that guide the City.
- Extensive experience of strategic and statutory planning processes.
- Extensive knowledge and experience in stakeholder and community engagement and consultation processes.
- Extensive knowledge of contemporary leadership practices and teamwork.
- High Level skills in strategic thinking and planning.
- High level skills in advanced report writing and policy development.
- High level attention to detail skills.
- Sound financial, contract and risk management skills and acumen.
- Sound knowledge of human resource management principle and practices.
- Experience in managing a multidisciplinary portfolio focussed on delivering Development Services.
- Understanding of asset management principles and practices.
- Knowledge of project management techniques.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Understanding of political environments and how to adapt within such environments.
- Ability to be creative, innovative, and agile.
- Skills in building a culture that is positive and caring.
- Ability to mentor staff at all levels in organisation.

SELECTION CRITERIA

1. Shapes and manages strategy.

Inspiring a sense of purpose and direction. Understanding the City's current and potential future role in providing services to the community.

2. Achieves results.

Supporting organisational sustainability and driving the change agenda within a sensitive, complex, and high-profile organisation. Fostering a quality focus in the provision of community services. Allocating resources, organisational planning and managing physical and financial assets.

3. Builds productive relationships.

Building, nurturing, and sustaining internal and external relationships to drive a continual improvement and opportunities agenda within a complex and high-profile organisation.

4. Exemplifies personal integrity and self-awareness.

Acting decisively with significant personal integrity, honesty, and high ethical standards and as a role model for leadership by consistently raising critical and difficult issues. Retaining a focus on the end goal and overcoming significant barriers and obstacles such as negative mindsets.

5. Communicates and influences effectively.

Negotiating persuasively, presenting a convincing and balanced rationale while focusing on the desired objectives and outcomes. Identifying key stakeholders and engaging their support. Promoting an understanding of policies, processes, and objectives.

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).

It should be noted the role will involve regular (at least weekly) after hours attendance to Council and Community meetings, workshops and the like.

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

Possession of a current 'C-A' (Automatic) or 'C-B' (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: Chief Executive Officer

DATE PD REVIEWED/APPROVED: 1 November 2022
