



# Director Development Services

The City of Kalamunda is seeking a dynamic, innovative, qualified and experienced strategic leader for our Development Services Directorate. This is a unique opportunity for someone wanting to take their career to the next level.

## **About the City of Kalamunda**

The City of Kalamunda is a local authority with a population of 60,000 located approximately a 35 minute drive from the Perth CBD providing the opportunity to work in a varied planning environment, from rural natural bushland to highly developed residential, commercial and industrial areas. We welcome applications from every part of the community and are committed to a truly diverse and inclusive culture.

## **About this Opportunity**

This position reports directly to the CEO and forms part of the Kalamunda Leadership Team.

The portfolio oversees urban and regional planning processes and assess developments to meet statutory requirements while ensuring high quality built form outcomes for the City.

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

Some of the key result areas of this position:

1. Council (Elected Member) and Executive (CEO and Directors) Support
2. Strategic land use planning and land development
3. Statutory planning, building and development compliance
4. Subdivision and development engineering
5. Leadership and business development
6. Business Process Management

Reporting directly to the CEO, your overall responsibility will be to provide both strategic and operational direction across all divisions including development and approval services. More specifically this will include providing business-critical reporting to the CEO and Council, developing a strong customer service ethic and effective, budget-conscious resource management. Staff development and building a culture of achievement will also be key areas of focus.

Tertiary qualified as a town planner or relevant discipline, you will have the ability to lead the achievement of strategic and operational objectives, adapt to meet changing priorities and adhere to the Local Government Act, Planning and Development Act and other relevant legislation. You will adopt and help shape our strategic land use planning for existing and future residential, commercial, rural and industrial developments. Your professionalism and confidence make you a natural and inspiring team leader with the ability to quickly engage with a broad range of stakeholders.

Details of these key areas can be found in the Position Description.

### **About You**

We are seeking for a tactical thinker with a background in delivering services to the community, preferably in a Local Government setting. You have the capability to shape and manage strategies, build productive relationships, demonstrate personal integrity and self-awareness, communicate and influence effectively and achieve results.

### **Essential knowledge/skills criteria**

- Extensive knowledge of Local Government functions and processes.
- Understanding of legislative requirements that guide the City.
- Knowledge in community engagement and consultation processes.
- Knowledge of contemporary leadership practices and teamwork.
- Skills in strategic thinking and planning.
- High Level Skills in advanced report writing and policy development.
- High level financial, contract and risk management skills and business acumen.
- Knowledge of human resource management principles and practices.
- Experience in managing a multidisciplinary portfolio focussed on delivering development services.
- Understanding of planning and development principles and practices.
- Significant experience in overseeing urban and regional planning processes, land development projects and regulatory services.
- Knowledge of project management principles and techniques.

### **Training / Qualification(s)**

- Tertiary qualification in urban and regional planning or a related discipline is essential.
- Post Graduate qualifications Business Management will be highly regarded.

### **Desirable Knowledge/Skills Criteria**

- Understanding of political environments and how to adapt within such environments.
- Significant knowledge in urban and regional planning, land development projects and regulatory services.
- 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.

## Hours of Work

This is a permanent full-time position working Monday to Friday, 75 hours per fortnight with a requirement to work outside of normal business hours to meet the obligations of attending Council and other after-hours events.

## Location

The role is located at the Administration Centre, 2 Railway Road, Kalamunda with free parking, and close to local amenities.

## About the Benefits

This position offers a salary of in the range of \$200,000 - \$220,000 per annum (depending on experience), inclusive of superannuation. Other benefits include:

- Membership to the Local Government Professional Association
- Membership to the institute or association relevant to the job role
- Flexible work arrangements including working from home and flexible hours
- Provision of a mobile phone or taxable mobile allowance
- Laptop or iPad
- Annual salary reviews
- Five weeks annual leave
- Novated vehicle lease options
- Corporate Health Membership discounts
- Access to courses, seminars, internal GROW training programs and on-line training.

## How to Apply

To be considered for the position your application will consist of a current resume and covering letter outlining what you could bring to the role, how you can be successful in this role along with providing your responses to the selection criteria in this ad.

**For more information, overview of the position and the position description can be found on our website under Career Opportunities: [www.kalamunda.wa.gov.au](http://www.kalamunda.wa.gov.au).**

Your application and other supporting documents can be submitted electronically via our website or through Seek - attaching a maximum of TWO separate documents in PDF format.

For any further queries about the role, please contact People Services on (08) 9257 9911.

**Applications close 5pm, Monday 20 March 2023.**

The City of Kalamunda reserves the right to commence recruitment prior to the closing date. Submissions from recruitment agencies will not be accepted.

*The City of Kalamunda is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all people and want to build a workforce as diverse as the community we serve. We aim to have a work environment where everyone feels included and everyone can realise their full potential.*



## The Big Picture 2022

Over the past decade the City of Kalamunda has undergone significant changes and has focussed on strengthening its position as a viable and sustainable Local Government and has been reinventing itself as a growth area.

The foothills area has become a growth area, with new subdivisions and infill occurring and the City has witnessed a change in our demographics and increased population density across the foothills.

A renewed focus has been placed on aging infrastructure and furthermore, economic and tourism development needs an increased focus as the community searches for new opportunities for the economic growth and ongoing prosperity.

In 2021 the BIG PICTURE Vision was presented which highlighted all the major projects the City was seeking to achieve.

In 2022 the BIG Picture vision was updated as projects were funded and completed, and new projects were created. The motivation for creating the big picture was due to the City needing to upgrade its aging community infrastructure and build fit for purpose facilities for the 21st Century and to attract large grants from the State and Federal government.

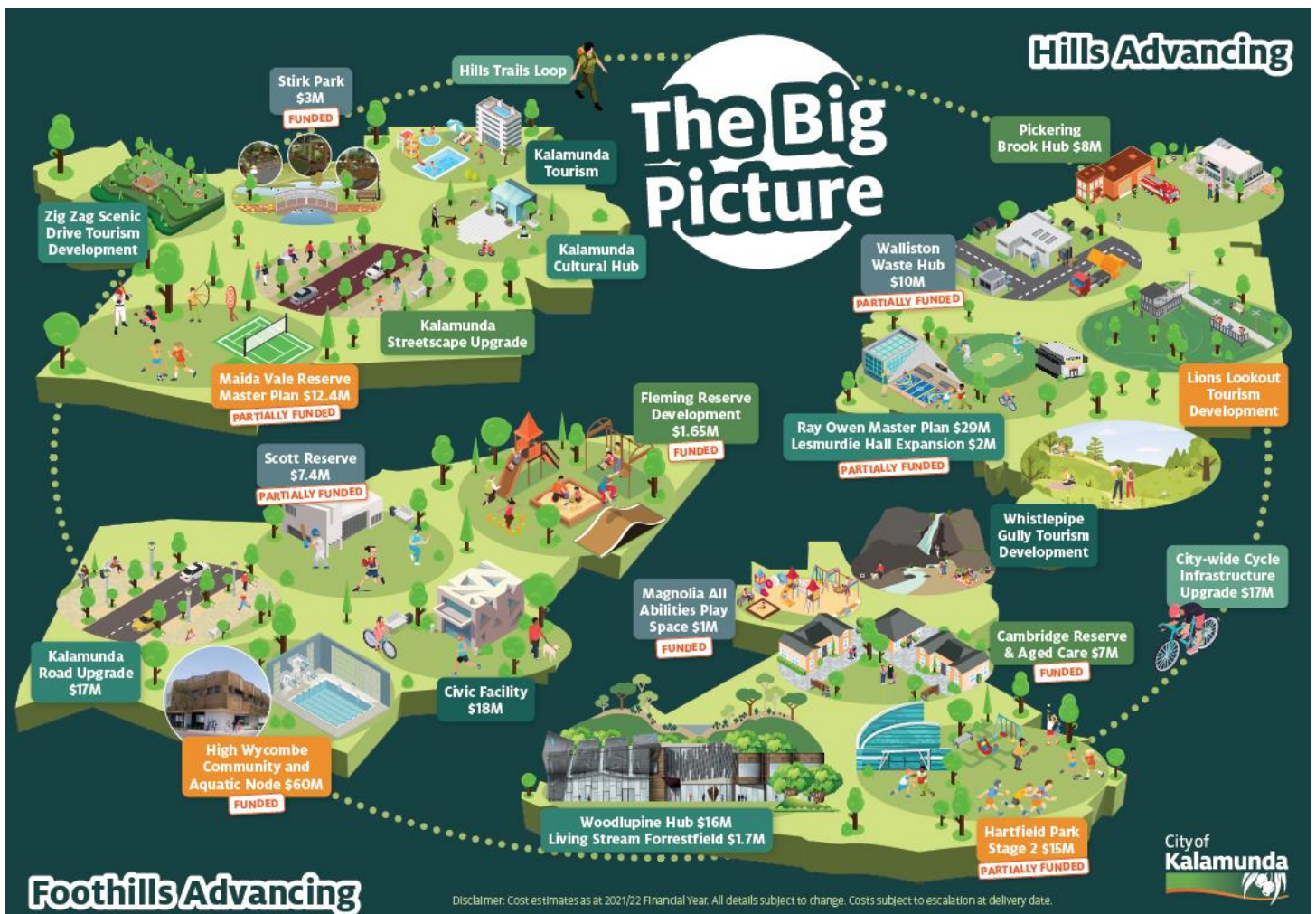
As of 2022 the City has over \$75 million of grant projects to deliver and continues to advocate and raise capital for the unfunded Big Picture Projects required to come online over the next decade.

To deliver this big picture vision the City must be resourced and structured appropriately for success.

### 2022 Drivers For Change

There are four key drivers for change for the 2022 organisational structural review.

1. Resourcing the City to deliver the big picture projects.
2. Resolving the declining Operating Surplus ratio through services consolidation and efficiency.
3. Ensuring the health and wellbeing of employees not impinged by an inadequate structure.
4. Ensuring resources are placed where maximised efficacy and synergies can be gained with minimum impact on the operational budget.



### Organisational Structure

Council has adopted a recommendation that the City implement a restructure that consists of five Directorates with related business units. Development Services Directorate is responsible for:

- Statutory planning (statutory planning, building, development compliance and development engineering)
- Strategic planning (strategic planning, City-owned land development, environmental planning, development contribution arrangement administration)

The City is seeking to appoint a person who will embrace “The Big Picture Vision 2022” and support the City to reach its goals of enhancing community engagement and experience.

