

POSITION DESCRIPTION

MANAGER PLANNING & INVESTMENT

Award Classification	Senior Executive Officer
Directorate	Community & Planning
Reports to	Director Community & Planning
Supervises	Principal Planner; Senior Strategic Planner, Senior Planner, Town Planners; Planning Administration Officer; Contractors; Consultants
Approved By	Director Community & Planning, January 2025

OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

POSITION OBJECTIVES

- Accountable to the Director Community and Planning for ensuring the achievement of corporate and departmental objectives identified in the Council Plan, strategic direction set through annual business plans and service-specific goals and objectives regarding functional areas.
- Lead all aspects of operations of the Planning and Investment Department in its service and program delivery to ensure legislative compliance.
- Promote a positive organisational culture by enhancing staff motivation and supporting the long – term financial sustainability of Council.
- Ensure Council maintains a high standard of Strategic Planning.

KEY RESPONSIBILITIES AND DUTIES

- Provide leadership and direction to staff with particular focus on efficient and effective use of physical, financial and information resources.
- Provide senior specialist advice on planning matters to senior staff and the Planning and Investment team as required.
- Manage the development and preparation of the Planning and Investment department annual budget ensuring regular reporting of performance against budget as required by the Director Community and Planning.
- Develop, maintain and review Council’s relevant strategic plans as required.
- Provide input into the Planning and Investment Business Plan, Council Plan, Budget and other Council plans as requested.
- Manage Council’s Statutory and Strategic Planning.

Continuous Improvement

- Promoting continuous improvement of the Planning and Investment Department: systems, processes and corporate reporting.
- Contribute to the overall culture of the organisation by making positive contributions to enhance satisfaction, develop accountability and empower staff.

POSITION DESCRIPTION

Staff Management

- Ensure employees are knowledgeable about organisational goals, objectives and key performance requirements, and provide a framework for accountability and achievement.
- Lead and manage direct reports and ensure that all employees are recruited, developed, and empowered to assist in achieving organisational objectives.
- Provide leadership and direction to staff on the corporate vision, mission, values and behaviours.
- Manage, coach, mentor, develop, motivate and support staff within the Planning and Investment Department to promote an environment that supports team building, skills development and career progression.
- Ensure annual performance appraisals and position descriptions review of the supervised staff are completed in time and in accordance with the relevant Award and Council procedures.
- Foster a culture of high performance by clearly communicating performance standards/benchmarks with staff in the Planning and Investment department.

Other

- Assist the Director Community and Planning to meet the objectives and requirements of the Department by carrying out a variety of tasks as identified.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Promote and support the provision of a safe and healthy work environment and regularly report to staff and senior management.
- Liaise with staff, including through regular toolbox meetings, to manage risk associated within their respective departments.
- Liaise with staff and coordinate the development of risk management procedures.
- Undertake risk assessments in conjunction with the Corporate Risk Officer.
- Liaise and investigate risk management related claims and ensure that claims are reported in a timely manner to the Corporate Risk Officer.
- Ensure that effective risk communication occurs.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure the achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of wider organisation.
- The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.

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- The work may be of an investigative nature, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of work can have a significant effect on the policies which are being developed.
 - The position is accountable for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems, assets and technology being managed in the Community wellbeing area.
 - Effective management of timelines and budgets within authorised limits.
 - Responsibility to perform duties and provide professional advice within the requirements of Council policies and procedures, relevant legislation, standards and specified work programs.
 - The position is required to develop of policies, procedures and strategies relevant to the operations of the Planning and Investment department.
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JUDGEMENT AND DECISION MAKING

- The nature of work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognize when these established techniques are not appropriate.
 - Guidance is not always available within the organisation.
 - The incumbent is expected to exercise sound judgment, decision making, and problem-solving skills in situations of a varied and sometimes sensitive nature.
 - The position involves both problem-solving and policy development.
 - The incumbent will possess excellent communication and conflict resolution skills to exercise reasonable autonomy in managing Planning & Investment staff; and is expected to escalate team issues to the Director Community and Planning where necessary.
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SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency required in the application of theoretical or scientific approaches in the search of solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
 - Understanding required of the long-term goals of the wider organisation and its values and aspirations and of the legal and socio – economic and political context in which it operates.
 - Sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.
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MANAGEMENT SKILLS

- Well-developed understanding of business planning practices.
 - Extensive knowledge of environmental legislation including the Planning and Environment Act 1987, the Environmental Protection Act 1970, the Local Government Act 1989, Local Government Act 2020 and other relevant Acts and Statutes.
 - A broad knowledge of development issues relevant to Local Government.
 - Proven experience formulating and implanting operational policies.
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INTERPERSONAL SKILLS

- Sound ability to write reports and to prepare external correspondence.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to lead, motivate and develop employees.
- Strong ethical and professional behaviour and the ability to establish and maintain good working relationships with a wide variety of stakeholders.
- Ability to identify customer needs and expectations, decide the most appropriate action and respond accordingly whilst effectively managing the customer's expectations.
- Ability to deal with difficult situations, resolving organisational problems with tact and diplomacy and presenting a positive Council image.
- Regularly provide presentations to Council

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualifications in statutory or strategic planning as a qualified planner (Requirement).
- Extensive experience at management level including budgeting responsibilities.
- Demonstrated experience in both statutory and strategic planning
- Demonstrated experience in policy formulation and implementation.
- Knowledge of relevant legislation.

KEY SELECTION CRITERIA

Essential

- Demonstrated experience in both statutory and strategic planning
- Extensive experience at management level including budgeting responsibilities.
- Proven experience in producing detailed reports, briefings to Council and other reports as required.
- Demonstrated experience in policy formulation and implementation.
- Demonstrated knowledge and ability to translate and apply relevant legislation.
- Excellent communication, negotiation and problem-solving skills.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date: