



Position Description

Director Planning & Development

Permanent

Local Government Modern Award

Triabunna – January 2025

OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

POSITION OBJECTIVE

The Director Planning and Development will lead the staff of the Planning and Development areas to provide customer service to the municipality whilst ensuring Council are operating in accordance with the various legislative requirements. The role is part of Council's Senior Leadership Team and will manage the preparation of reports and submissions to Council, oversee policy, compliance, and budget items across the group.

As and when required, the position holder will deputise for the General Manager, as and when appointed under the *Local Government Act Tas 1993*.

PRIMARY DUTIES

The position will lead a team responsible for:

- Land Use Planning
- Building and Plumbing
- Compliance/Animal Control
- Environmental Health
- Property Management
- Strategic Recreation and Open Space Planning
- Natural Resource Management

Leadership

- Lead, direct, and manage the day-to-day operations of the Planning and Development team, including ensuring that all human and physical resources are in place and managed efficiently and effectively.
- Identify team values with the staff in support of building a culture consistent with organisational expectations.
- Work with individuals and teams to identify ways to continuously improve the work environment that has shared benefits to staff, Council and the municipality served.

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- Ensure that staff practices are in place to promote open communication, constructive and respectful debate and are focused on enhancing the workplace and service.

Management

- Remain abreast of workloads and when necessary, contribute to the team's workload prioritisation, expectation management and redirecting/resolving obstacles present in achieving output.
- Ensure that workflow and workload provides for variety of work, development of skills, opportunity to work at strengths and building of capacity to allow for fluid movement across peak areas and provide leave cover.
- Determine as and when required work requirements necessitate the engagement of specialist external services and in doing so ensure outsourcing is closely managed to scope, time and cost.
- Oversee all complaints and complex compliance matters which are or likely to become particularly sensitive or escalated to elected members or media.

Development

- Support the planning team in their completion of assessments.
- Review assessments conducted by staff/consultants, particularly those of a sensitive nature to assist with briefings to elected members and in managing constituents.
- Meet with developers and government agencies as it relates to potential development or development on foot to identify and/or work through any concerns and opportunities.
- Support staff in improving policy, processes and procedures that improve the customer experience and brings efficiency and effectiveness.

Compliance

- Ensure Council's compliance functions (Building, Plumbing, Environmental Health, Animal Control, Fire Abatement, and other special purpose licensing) are carried out in accordance with the relevant legislation and codes.
- Support Council Officers in determining strategies for dealing with complex, recurrent and/or controversial non-compliance matters.

Executive

- The Director is part of the senior leadership team and will work with the General Manager to deliver the strategic plan and accountabilities delegated in the annual plan to the department.
- Manage the Departmental budget and in doing so contribute to Council's broader financial performance, together with peer review of expenditure and potential savings/revenue opportunities.
- Contribute to future Council planning processes and Council wide improvement initiatives.
- Participate in Council meetings and workshops as relevant to the Department together with meeting with elected members to resolve enquiries.

General Manager Deputising

- Remain across Council activities to enable smooth transition to deputise for the General Manager when appointed to do so as per the *Local Government Act Tas 1993*.

LEVEL OF RESPONSIBILITY

The Director Planning & Development is to:

- Plan, manage, design, and deliver selected projects within allocated time, quality, and budget constraints.
- Plan, manage and engage in consultation with external and internal parties with respect to assigned projects.
- Source, recommend, engage, and manage contractors, consultants, and other resources, to undertake projects within delegated limits.

ORGANISATIONAL RELATIONSHIPS

Reporting to the General Manager, the Director Planning and Development has the following direct reports:

- Senior Planner
- Compliance Coordinator
- Plumbing Surveyor
- Senior Environmental Health Officer
- Property & Special Projects Officer
- Natural Resource Management Contractors
- Open Space Planner

SELECTION CRITERIA

1. Tertiary qualifications in a related discipline; coupled with previous experience in either a supervisory type of position OR direct relevant experiences in a similar public sector setting.
2. Extensive knowledge and understanding of legislation for the planning, building, compliance and environmental health portfolios and their associated regulations and municipal by-laws.
3. Exceptional people management skills and the ability to manage staff at all levels ensuring accountability and performance, with demonstrated experiences with coaching and mentoring staff as well as team building and motivation.
4. Proven analytical, problem solving and decision-making capability to recommend innovative, workable solutions using sound negotiation and dispute resolution skills.
5. Aptitude to coordinate, analyse and utilise a variety of reports and records; with the ability to communicate effectively both verbally and in written formats, to not only establish but to maintain effective working relationships through consultative stakeholder engagement processes.
6. Proven ability to write complex reports to Council, including experience in strategy

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development and implementation, as well as budget forecasting and control, and the capacity to seek other funding opportunities.

ESSENTIAL REQUIREMENTS

- A qualification in a relevant discipline, with at least five+ (5) years in a similar role.
- A current driver's licence and commitment to maintaining this.
- A current Working with Vulnerable People Registration

ALL STAFF RESPONSIBILITIES

- Ensure that safety and risk is considered and practiced in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policies and procedures including accreditation requirements specific to the General Practice which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. Glamorgan Spring Bay Council is committed to the safety, wellbeing, and empowerment of all children and young people, and expects all employees to contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.