

Position Description



Position Details

Position Title	Manager Development Services
Job Location	Shire of Esperance Administration Building
Position Level	Negotiated Contract
Department/Division	External Services / Development Services
Reports to (Title)	Director External Services

Employment Type

☒ Full Time ☐ Part Time (*please specify hours*)

☐ Casual

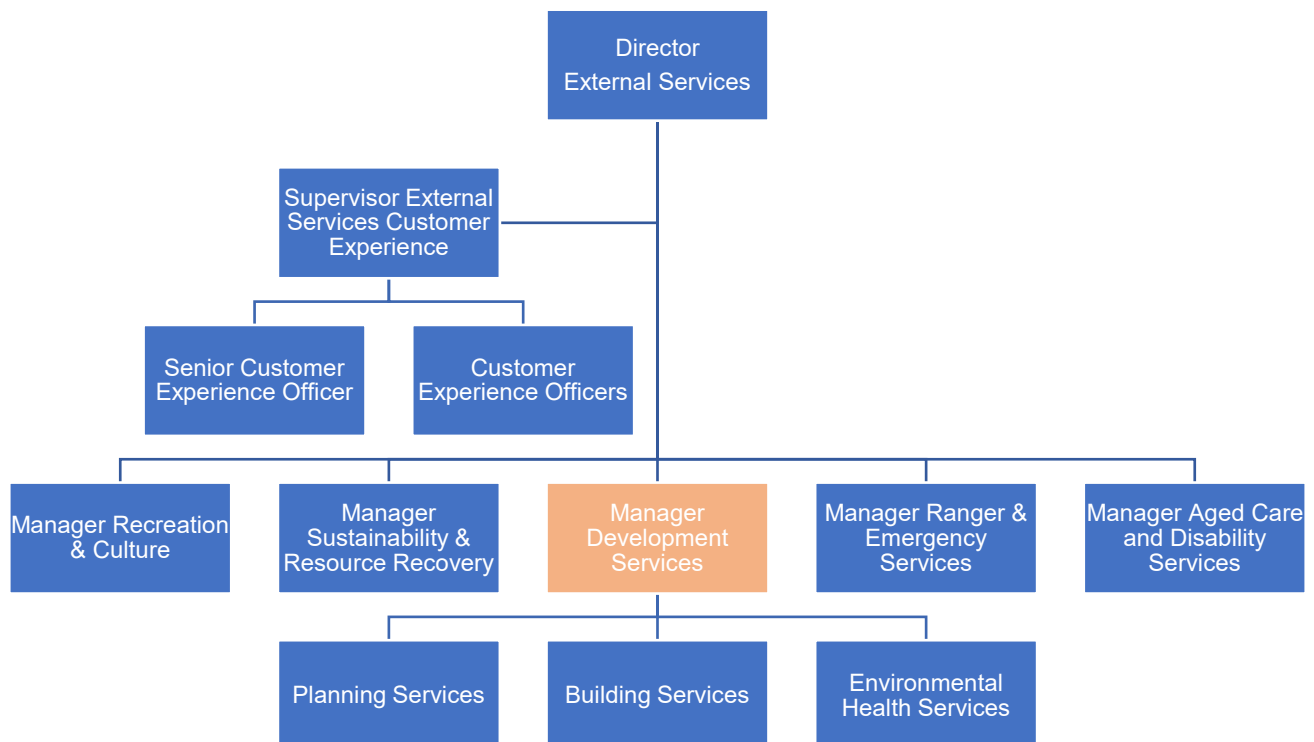
Hours Per Week

Position Summary

The position of Manager Development Services will provide effective leadership, management and direction to Planning, Building & Environmental Health along other critical Shire functions as required.

The position will oversee statutory and operational requirements and alignment with the Shire of Esperance Council Plan while providing advice to Council, and ensuring compliance with legislation.

Organisational Structure External Services



Specific Accountabilities of the Position

- Lead the Development Services department and provide advice and direction to the team on a day to day basis.
- Provide leadership by communicating the vision and direction to the Department and providing the day to day direction for program policies, standards and systems.
- Oversee implementation of the Council Plan actions relevant to the position.
- Ensure the department complies with the Shire's statutory obligations while providing a customer centered approach to service precision.
- Manage and control annual budgets in line with the approved annual budget
- Manage and control budgets and the delivery of services in line with the approved annual budget allocation.
- Develop, implement and review policies, procedures and SOPs as required.
- Provide sound well researched advice, information and recommendations to the Director External Services across all areas of responsibility.
- Prepare and assist to present reports for Council and Committee meetings as required.
- Ensure staff comply with the Shire's Work Health and Safety Policy as well as relevant Legislation.
- Identify and actively contribute to a systematic approach to avoiding, reducing and controlling risk in accordance with the Shire's Risk Management Plan.
- Develop strategies in consultation with work teams to ensure available resources are utilised effectively and efficiently to meet the objectives of Council.
- Lead the revision and development of strategic documents such as the Local Planning Scheme, Public Health Plan, and various strategies and studies as required.
- Any other duties as required.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Relevant tertiary qualifications in Town Planning, Environmental Health or Building Surveying.
2. Proven experience in the leadership and supervision of a multi-disciplinary team including mentoring, coaching, empowering and coordinating staff in a local government setting.
3. Excellent interpersonal and communication skills with the ability to advocate, negotiate and mediate.
4. Highly developed ability to navigate ambiguity and lead accountable decisionmaking across multidisciplinary teams.
5. Demonstrated knowledge and experience of statutory and legal processes relevant to Local Government.
6. Sound knowledge of the Planning and Development Act, Building Code of Australia and, the Public Health Act as well as contemporary industry practice.
7. A facilitative approach to management which is reflective of innovation, process improvement, best practice and effective organisation change.
8. Proven ability to prepare and present complex reports for elected members and management.
9. Demonstrated ability to be solutions focused and consider multiple legislative views in a quantifiable way throughout the decision-making process.
10. Demonstrated experience in driving continuous improvement, outstanding stakeholder engagement, and relationship building skills with a customer service focus.
11. Experience developing, monitoring and reporting on budgets.

Desirable

1. Tertiary qualifications in Management.
2. Working knowledge of Local Government enforcement processes.
3. Experience working with Elected members at Council meetings and Committees of Council.
4. Solutions focused and outcomes-oriented with the ability to distil complex information, apply sound judgement and make good decisions

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.