

Position Description



POSITION TITLE:	Manager Development and Environmental Services	POSITION NO:	DE0001
DEPARTMENT:	Development and Environmental Services		
LOCATION:	Council Chambers, 81 Cobar Street Nyngan		
REPORTS TO:	General Manager		
STATUS	Full Time	TYPE:	Permanent
LEVEL:	Grade 9	HOURS:	35 hours per week
DATE PREPARED:	30/05/2017	DATE REVISED:	5/07/2018

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Manager: _____
Name Signature Date

Employee
(if applicable): _____
Name Signature Date

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

The position contributes to this goal through the strategic direction and effective management of Development and Environmental Services staff, resources and day to day operations. Leading, guiding and supporting a team to achieve high quality customer service results leading towards the attainment of Council's goals and outcomes, at the same time providing professional advice to the General Manager and Councillors.

MAIN JOB PURPOSE

The role of the Manager Development and Environmental Services is to:

- Provide strong leadership, management and support to the Development and Environmental Services team in order to develop and foster a high performing, productive and customer focussed workforce that contributes to Council's integrity, accountability and success.
- Motivate, encourage and direct the efforts of others towards the efficient and effective achievement of goals and the completion of activities / projects, and delivery of business priorities, as outlined in Council's Integrated Planning and Reporting documents.
- Provide professional advice and support to the General Manager and Council in all matters relating to environmental management and compliance, land use and development, waste and resource management, noxious weeds, development control, companion animals, parks and gardens and building management.

CUSTOMERS

- People who live, work in or visit Bogan Shire
- Elected Council members
- Council Management
- Council Staff
- Governance, Compliance and Regulatory Authorities / Bodies and industry Associations

ORGANISATIONAL RESPONSIBILITIES

Be familiar with and follow the spirit and content of Council's Code of Conduct. A copy of this is provided with your appointment letter if successful.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Awards, Policies and Anti-Discrimination legislation
- Council's customer service standards and organisational values
- Workplace Health and Safety (WH&S) legislation
- Relevant Strategic and Operational Plans
- Delegations of Authority

KEY TASKS / ACCOUNTABILITIES

1. Lead, role model behaviour and maintain a management style that supports Council's values a team-based and customer-focussed culture within the department encouraging performance excellence, personal development, innovation and positive team values.
2. Lead performance excellence by setting clear direction, performance standards and expectations for individuals and teams. Give and receive regular feedback to enable performance to be improved, complete annual assessments and ensure individuals obtain the development and support they need to perform to the best of their ability.
3. Contribute to developing, preparing, reviewing and monitoring implementation of Council's Integrated Planning and Reporting documents; Community Strategic Plan, Delivery Program and Operational Plan and Budget in consultation with other Council departments within legislative and Council specified timeframes.
4. Plan, schedule and manage the allocation and use of staff and other departmental resources to efficiently and effectively deliver Development and Environmental Services activities as identified in Council's annual Operational Plan and Budget including:
 - i. Overseeing, carrying out and reporting on Council's environmental management and compliance responsibilities to meet legislative requirements as they relate to operations. Including Annual Fire Statements, Asbestos Management, Food Premises Inspections, Ranger Services and Noxious Weeds Services
 - ii. Strategic and routine land use and development matters including reviewing and updating Council's Local Environmental Plan and Development and Control Plan.
 - iii. Managing Council waste and resource management operations including the Nyngan Waste and Resource Recovery Facility, kerbside collection and recycling, ensuring regulatory requirements are met and policies and procedures are maintained
 - iv. Managing and providing high-level advice on development control matters, ensuring the efficient use of resources and appropriate processes are in place for the effective carrying out of assessment of development applications, complying development applications, construction certificates and building certificates.

- v. Within delegation, issue all required approvals and associated certificates / notices for developments, construction certificates, on-site sewage management systems, skin penetration premises, mobile vendors etc.
 - vi. Discharging Council's responsibilities for companion animals
 - vii. Strategic planning and operational control over Bogan Shire's parks and gardens and
 - viii. Taking responsibility for management of Council's building assets, ensuring all compliance and legislative requirements are met.
5. Continually review and evaluate departmental performance against both Council's annual Operational Plan and Budget and departmental work plans and provide regular reports to the General Manager and Council as required.
 6. As a member of Manex, lead the development of departmental strategies, activities and budgets for consideration in Council's Delivery Program / Operational Plan and Budget whilst maintaining a whole of Council perspective.
 7. Act and manage the Department in compliance with legislative and government policy requirements, industry standards as well as Council's own policies, code of conduct, vision, values and strategic outcomes.
 8. Provide accurate and timely high-level advice and strategic recommendations to the General Manager, Manex and Council on emerging issues, strategy, legislative requirements, policies and other matters relevant to the Department.
 9. Provide an effective link between the General Manager and departmental staff to ensure that policies, procedures and decisions and other relevant matters are effectively communicated, understood and adhered to.
 10. Develop, maintain and implement an annual operational plan for the department that reflects Council's priorities contained in the annual Operational Plan and Budget, ensuring the plan is communicated and understood by departmental staff.
 11. Maintain an effective relationship with customers, colleagues and Councillors to achieve the goals set out and in the Operational Plan and Budget by delivering effective and efficient customer service.
 12. Demonstrate and role model personal integrity, ethical practices, self-organisation and personal accountability.
 13. Effectively represent Council's policies and views on corporate services matters in communication with other Councils, NSW Government and customers.
 14. Develop and implement policies, procedures and standards relating to the activities of the department, in consultation with the General Manager where appropriate.
 15. Manage, and provide support to other members of Manex to assist them to manage, within Council's policies, requirements and practices, significant annual budgets including the monitoring of financial performance, preparation of departmental budget review submissions and implementation of corrective action if required.
 16. Ensure that a safe and healthy environment is maintained for everyone affected by the operations of the department through appropriate risk management measures and the application of Council's Workplace Health and Safety Policy and the *Work Health and Safety Act, 2011*.

KEY RESULT AREAS

1. Sound organisation leadership based on Council's values to develop, motivate and support employees and maintain a harmonious and effective team environment.
2. Sound management of resources, including appropriate allocation, value for money and sound planning.
3. Excellence in customer service and delivery of departmental activities on time and within budget.
4. Compliance with legislative and Council requirements.

5. Contribution to policy and strategic direction.
6. Positive representation and effective communication on behalf of Council.
7. Effective self-management, self-development and integrity.
8. Provision of timely and accurate advice, information, reports and submissions to Council and governance and financial authorities / bodies.
9. Environmental compliance achieved.
10. Efficient management of Council's waste facility generating positive community feedback.
11. Positive feedback on companion animal issues received.
12. Timely resolution of development applications.
13. Construction projects completed on time and on budget.
14. Positive feedback provided about parks and gardens.
15. All applicable Council policies and procedures are adhered to.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

Having respect for other people.

We treat everyone equally and work to build and maintain mutual respect amongst ourselves, as Shire staff and councillors, as well as with our customers.

Providing responsive customer service.

We recognise that our main function is to serve our local community and we make every effort to deliver quality services in a way that meets, or exceeds, their expectations.

Taking pride in Nyngan and the greater Bogan Shire.

We take pride in doing what we do well to make a difference for the benefit of the whole Bogan Shire community to preserve and improve our "comfortable country living".

Working together as a team to get things done.

We build teams that work together in a positive and supportive way to get the job done. Teams know that they rely on each individual to do their part and we encourage healthy two-way feedback.

Being accountable for our decisions and actions.

We accept responsibility for the decisions and actions that are taken on behalf of our community. Individually, all Council staff have ownership of their tasks and duties to make sure that we get the job done to the best of our ability.

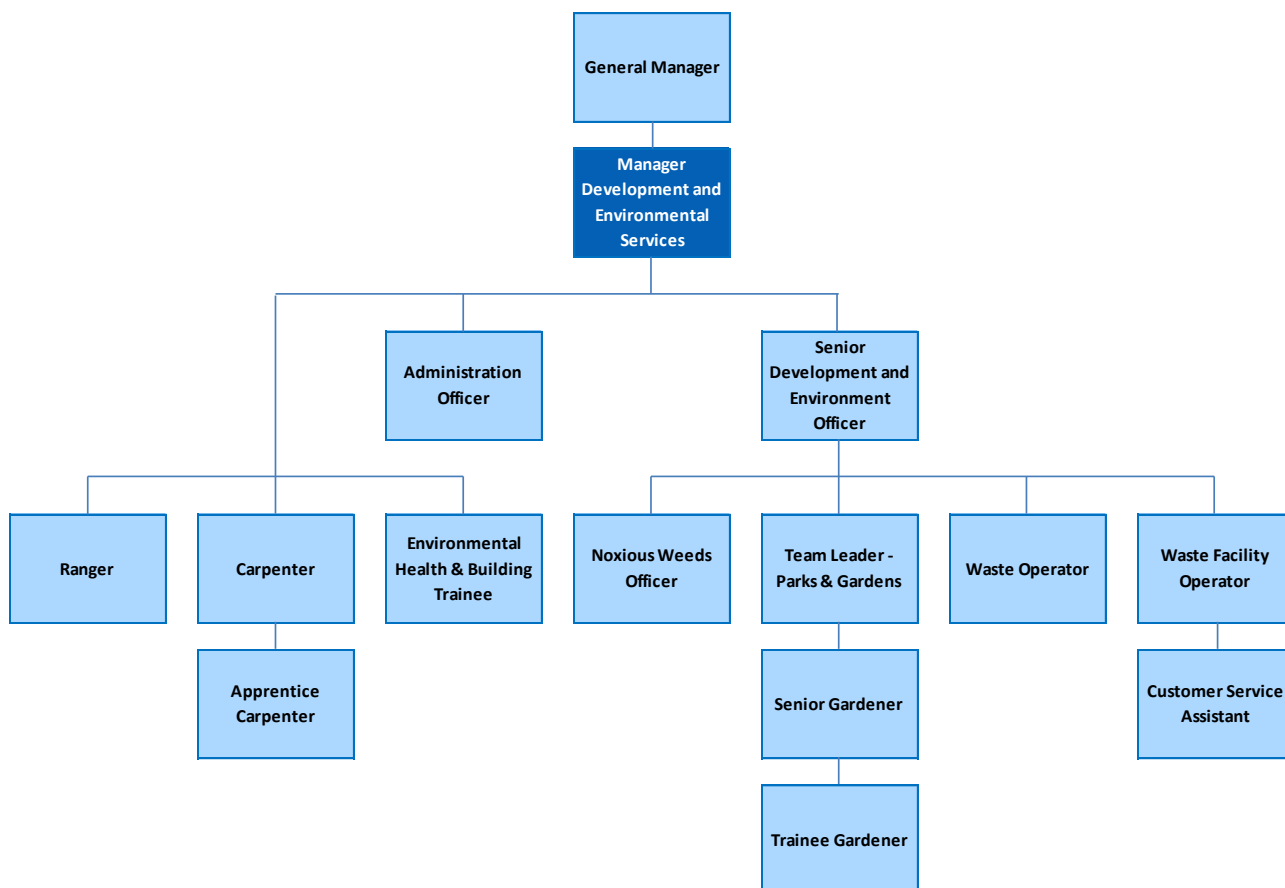
Acting with integrity and honesty.

Our dealings are open and transparent. We can be trusted to do the right thing and we strive to provide the best value for money to the community, our customers.

Demonstrating strong leadership

Together with our community we have established a vision for the future of our Shire and we are committed to planning for and leading the achievement of our community's strategic goals.

DEPARTMENTAL STRUCTURE



CONDITIONS

- Employment contract is for permanent, full time work.
- Hours of work are Monday to Friday, 35 hours per week, with a minimum 30 minute meal break or mutually agreed hours via an Enterprise Agreement or Flexi Time Arrangement working up to a maximum of 12 hours per day.
- Other hours of work may be required from time to time as may be reasonable and necessary for you to perform your duties in a satisfactory manner.
- Four (4) weeks annual leave per year.
- Other leave entitlements in accordance with the Local Government (State) Award provisions.
- Superannuation paid by Council in accordance with legislative requirements.
- Entitlements to paid sick leave, carer's leave and health and well-being leave in accordance with the Local Government (State) Award provisions.
- Reasonable access to education and training, consistent with the individual's Employee Development Plan and Council's Training Plan and Budget.
- Employee to re-pay Council the cost of training, including enrolment and course materials if the employee resigns from Council or the employee's employment is terminated for any reason prior to the completion of the training.
- 100% paid study leave to attend all compulsory residential schools, lectures, seminars, examinations and any other occasions where attendance is mandatory and training is undertaken during ordinary working hours.
- Provision of employee uniform as per Council's Employee Uniform and Clothing Policy.

- Council will provide a suitable vehicle or will pay reasonable travel expenses to the value of a standard or economy bus/rail/airfare as per Council Policy for Council approved training, seminars, workshops and conferences.
- Council will pay for all relevant training accommodation and meals expenses as per Council Policy for Council approved training, seminars, workshops and conferences.
- Carry out work in a variety of environments, including inside in office and in hot, dry, dusty and adverse working environment – outdoors on worksites.
- Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

KEY SELECTION CRITERIA

Essential:

1. Proven leadership skills including the ability to motivate, encourage and direct the efforts of others towards the achievement of goals and the completion of activities / projects in an environment which encourages performance excellence and a customer focus, and develops and maintains a team culture based on positive values.
2. Proven application of development control, and/or land use planning and/or environmental management principles, practices, standards, legislation and guidelines preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge to achieve outcomes relevant to this position in an accurate and timely manner.
3. Demonstrated superior use of interpersonal, oral and written communication, consultative, negotiation and persuasive skills on major items of critical importance to Council, with the demonstrated ability to develop and maintain relationships and effective partnerships with the community and at strategic and executive levels.
4. Demonstrated specialist knowledge and application of skills, with the ability to provide authoritative advice to Council, including relevant principles, practices, standards, current thinking and associated legislation, policies and guidelines on relevant Development and Environment Services matters.
5. Proven accountability for the direction and control of the Development and Environment Services department with the demonstrated ability to influence and commit Council to long-term strategic directions, leading policy development and implementation.
6. Exceptional self-management and project management skills with a proven track record of directing complex projects or activities from inception through to completion on time and to agreed standards.
7. Proven high level independent analytic reasoning, research and problem solving skills and the ability to apply specialist knowledge and experience to wide-ranging and complex information and to determine direction and approach to resolving issues.
8. Tertiary qualifications at AQF Level 5 (Diploma) in a relevant field (Building Assessment, Environmental Health, Urban and Regional Planning, Environmental Science) PLUS 5 years' relevant experience OR Tertiary qualifications at AQF Level 7 (Degree) in a relevant field (Building Assessment, Environmental Health, Urban and Regional Planning, Environmental Science) PLUS 3 years' relevant experience.
9. If tertiary qualifications are in Building Assessment, be eligible for registration as an A2 certifier with the NSW Building Professionals Board.
10. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.
11. Hold a current class C, P1 or P2 drivers licence.

Desirable:

1. Previous experience in Local Government in NSW and knowledge of relevant Legislation.
2. Tertiary qualifications in Frontline Management or Project Management.