

POSITION DESCRIPTION

Manager Statutory Planning & Regulatory Services

Position number		PL08
Directorate		Community Planning and Development
Service unit		Statutory Planning and Regulatory Services
Classification		Senior Executive Officer (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Organisational relationships	Reports to	Executive Manager Community Planning & Development
	Directly supervises	Coordinator Planning Services, Municipal Building Surveyor, Coordinator Public Health, Coordinator Planning Enforcement & Administration, Coordinator Community Safety
	Internal relationships	All Council staff; Councillors
	External relationships	Consultants, Developers, Community Groups, Industry bodies, Ratepayers/Residents, Government Departments and Agencies and other stakeholders
Probation period		6 months (applies to all new employees)
Approved by (position title)		Executive Manager Community Planning & Development
Date		13 January 2025
Position purpose		To manage and provide strategic overview and direction for the Statutory Planning, Building Compliance, Community Safety and Environmental Health teams and to administer the relevant Acts and Regulations applicable to the role

Key responsibilities and duties

Leadership

- Participate as a key member of the Community Planning and Development Management team and to improve the community amenity through sustainable planning, design, and regulatory control.
- Provide strong, responsive leadership, and actively motivate the team to become unified and highly proactive.
- Build a culture of exceptional customer service through best practice policy development, regular monitoring and reporting.
- Design outcomes for Council and its communities that enhances the Council's vision and direction.
- Drive and develop systems for the Statutory Planning and Regulatory Services area to facilitate all actions being undertaken within a risk management framework to enhance Community wellbeing whilst educating the public regarding their shared responsibility in achieving this outcome

Statutory Planning

- Strategically manage statutory planning services in accordance with legislation, the Moorabool Planning Scheme and relevant Council policies, within a risk management framework.
- Drive the development and management of planning services and procedures to achieve greater innovation, and customer satisfaction.
- Provide comprehensive and concise analysis of complex planning compliance situations to ensure executive and Council are aware of all aspects of a particular issue under discussion,
- Efficient and effective expansion of services and on-line capabilities to meet demand.

Building Services

- Strategically manage and provide high level oversight of effective building control services with a focus on improved lifestyle, public health, safety, and amenity to meet the expectations of the community and to ensure that Council fulfills its statutory obligations and responsibilities in accordance with the relevant legislation, Ministerial orders and guidelines, codes and standards, budget constraints, time limits and Council's policies and procedures.
- Provide comprehensive and concise analysis of complex building compliance situations to ensure executive and Council are aware of all aspects of a particular issue under discussion.
- Ensuring that the department achieves a balance between the need for regulation and enforcement, and the need to be proactive in facilitating development and meeting the needs of the community, whilst educating and improving the quality of the services provided by the team.

Community Safety, Environmental Health and Local Law enforcement

- Strategically manage the Community Safety service unit with respect to the development and enforcement of Council's Environmental Health, Local Laws, Parking Control, Animal Management, School Crossing Supervision and other related matters.
- To ensure that Council's statutory obligations under the relevant Acts and Regulations are met through the administration of same.
- Provide comprehensive and concise analysis of complex Community Health and Safety related compliance situations to ensure executive and Council are aware of all aspects of a particular issue under discussion.
- To protect the amenity of the municipality and community through the administration of relevant legislation and the development of relevant policies in line with the Council Plan.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.



Moorabool

Shire Council

60% of the time or more

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> • Provide proactive policy based, solution-orientated services and advice to the general community, applicants, developers, builders and all parties in relation to enquiries relating to the Planning and Regulatory Services area. • Provide policy direction to Council and Executive on Statutory Planning, Building, Compliance and Community Health and Safety Services related issues. • Develop & implement council policy and guidelines in relation to improving the environmental outcomes for the residential areas adjacent to the Council's industrial areas. • Measure against industry benchmarks, identify, design and implement service improvements to further the Council's objectives and goals. • Ensure the statutory obligations of Council and the Municipal Building Surveyor are met and decisions on building surveying matters are conducted within the scope of the delegations provided. • Prepare cases and materials and represent Council at appeals, public meetings, committees and other forums. • Manage the Service Unit budget including the monitoring of expenditure in operational and administrative functions. • Manage the preparation of reports and Council submissions to VCAT, the Magistrates Court and the Building Appeals Board.
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> • Interpret and apply legislation and explain complex technical information clearly and concisely. • Establish service standards, negotiate targets and outputs and prepare and implement operational strategies and plans for the section. • Identifying the need for and the timing of any issues of significance that would need to be reported to the Executive Manager and / or to the Management Executive Group. • Exercise of discretion to be based on the safety, health and amenity of the community and risk to Council. • Resolve outstanding issues between the public and council whilst ensuring the safety of the general public is not compromised and the risk to Council is effectively managed.
<p>Specialist skills and knowledge</p>	<ul style="list-style-type: none"> • Sound knowledge of Planning legislation and frameworks, Building Act, relevant regulations and standards and an ability to interpret them when carrying out the responsibilities of the position. • The ability to understand the process in resolving planning & Local law enforcement issues and disputes. • Clear understanding of issues confronting a growing peri-urban municipalities • The position requires an understanding of the goals and objectives of Council and the department plan and the ability to revise the department plan on an ongoing basis. • Provide specialist advice and information to the various Council committees that are established and ensure that the correct procedures and the Terms of Reference of the relevant committee are followed.

Management skills

- Excellent project and time management skills.
- Ensure that high quality and robust advice is provided to the Chief Executive Officer, Executive Manager and Council on best practice in relation to the provision of citizen focused services.
- Analyse and report on relevant current issues facing Local Government in Victoria, with particular reference to their impact on Moorabool Shire Council.
- Ability to provide effective team leadership and manage performance of staff.
- Provide leadership for the preparation of the Service Unit budget, service plans, Council plan, corporate plan and other documentation, including submissions and liaison for funding and service assistance where applicable.
- Develop and implement strategies to ensure key indicators and measures to achieve value for money services as well as a positive and customer responsive service.
- Develop, manage and implement multi-disciplinary teams on complex policies and projects.

Interpersonal skills

- Ability to gain the cooperation and trust of customers, members of the public, employees, industry professionals and trades people to ensure the smooth and timely achievement of the unit's key responsibilities and duties.
- An ability to establish an environment that motivates and supports people to achieve high levels of performance.
- Demonstrated ability to manage complex situations and possess extensive mediation and conflict resolution skills which can deliver positive outcomes for all parties.
- Demonstrated ability to effectively communicate with all stakeholders and employees at all levels within the organisation.

Qualifications, skills and experience

Qualifications

- Tertiary qualifications in the field of town planning, urban design, building, regulatory services (including environment and health) or equivalent field, and significant experience in similar management role/s.

Skills and experience

- Extensive experience in the field of statutory planning is desirable.
- Several years' experience in a similar position in complex organisations is desirable.
- Extensive experience in performance monitoring and reporting.
- High level research, analysis and reporting skills.

Licences and registrations

- Eligible for membership of Planning Institute of Australia (PIA)

- A current Victorian Driver's License

Physical and psychological requirements

INSTRUCTION - This section describes the physical and psychological demands of the role. **Delete the "✓" that do not apply. Delete instruction when complete**

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg				✓
Manual handling – above 5 kg below 10 kg				✓
Working with arms above head				✓
Manual handling – lifting above shoulder				✓
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work	✓			
Working in dusty / slippery / wet conditions			✓	
Wearing safety shoes/boots (steel cap)			✓	
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles	✓			
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy			✓	
Audio transcription			✓	
Handling difficult customers onsite		✓		
Handling difficult customers offsite			✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)			✓	
Other _____				✓

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.