

POSITION DESCRIPTION

Position Title	LEP Programme and Engagement Manager
Department/Section	Planning, Environment and Urban Services
Reporting to	Executive Manager, Landuse Planning
Location	65 Homebush Road, Strathfield
Grade	RA / pro rata

Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

Organisational Structure

Department

The Planning, Environment & Urban Services Department is responsible for the provision of services relating to:

- Planning and Development
- Infrastructure Planning
- Environmental Services
- Compliance and Regulation
- Service Delivery and Urban Services

Section

The Planning and Development section is responsible for:

- Strategic Planning
- The processing of Development Applications, Complying Development Certificates & Construction Certificates
- Timely processing of Development Applications;
- Regulatory compliance and associated legal matters

Position

The purpose of the position of LEP Programme and Engagement Manager is to improve the physical, environmental, social and economic amenity of the Strathfield community including:

- To establish and lead the review of the Strathfield LEP 2012 (and SCDCP2005) to meet legislative requirements within the required timeframes;
- To ensure that Strathfield Local Environmental Plan 2021 aligns with

Council's Local Strategic Planning Statement and the Eastern City District Plan;

- To oversee the preparation of the supporting evidence base to inform the LEP 2021 and DCP 2022;
- To ensure the readability, accuracy and consistency of Strathfield LEP 2021 and DCP 2022;
- To undertake consultation with internal and external stakeholders and collaborate with key internal specialists and other members of the Planning, Environment and Urban Services Department;
- To develop and implement communications, public exhibition and community engagement at key stages of the LEP review process: and
- To assist in promoting the image of Council as effective, caring, courteous and professional.

Note: This Position Description and all associated information is not to be considered as a comprehensive, complete and / or exhaustive 'list' of responsibilities, duties, criteria or outcomes. It is indicative only.

The position is part of a team and as such the incumbent is required to know and learn the roles of others in the team, help other team members and assist in any role as and when required in accordance with the Local Government (State) Award.

The position incumbent should be aware that their role and position is dynamic. Continuing development, change and enhancement of processes, practices, knowledge, skills and behaviours is highlighted and expected by Strathfield Council. People and jobs change and develop over time and this position description is intended to facilitate this (as a living document), where the incumbents active involvement in this endeavour is required.

All duties, tasks and responsibilities etc. must be done to the best of the incumbents' abilities in a timely, effective and efficient manner and to the satisfaction of the Director Infrastructure Development and Environment.

Major challenges of the position

The major challenges for the position of LEP Programme and Engagement Manager are:

- Coordinate diverse and potentially competing team priorities to deliver the LEP review as required by Council and the State Government
- Being able to demonstrate leadership, exercise initiative, work autonomously, manage competing deadlines in a fluid environment.
- Being able to apply high level strategic and innovative thinking to complex and sensitive planning issues as well as proven problem solving ability whilst exercising a strong attention to detail.

Key Accountabilities

- Initiate, implement, monitor and review a comprehensive review program to deliver an updated Local Environmental Plan for Council, incorporating key critical projects and activities;
- Coordinate all aspects of the Program to achieve timely, quality and accurate deliverables which inform the comprehensive LEP review;
- Scope, establish and manage the development and implementation of any new initiatives or activities required to inform the review of Strathfield LEP 2012;
- Identify emerging issues/risks and their implications and propose solutions;
- Lead and oversee the LEP Review Project Team to support the Executive Manager Land Use;
- Establish and manage a multidisciplinary LEP Project Control Group to oversee the LEP review program and ensure consistency and internal alignment with other Council policy, initiatives and direction;
- Manage key internal and external stakeholder relationships through effective communication, negotiation and issues management to ensure stakeholders are engaged throughout the project, project deliverables are met and key subject-matter experts' knowledge informs LEP2021;
- Ensure the LEP is consistent with the Eastern City District Plan and Council's LSPS, overall Vision for the Strathfield LGA and organisational objectives;
- Ensure consistency and accuracy across Council's LEP related strategic projects
- Ensure the readability and consistency of the LEP 2021;
- Develop, deliver and report on a community engagement and communications program to support the development of a revised LEP;

- Monitor progress of the LEP Review and prepare and deliver reports for the information of the Executive, Councillors and the State Government;
- Keep the General Manager Planning, Environment and Urban Services and the Executive Manager Land Use informed of the LEP Program progress, issues and provide recommendations for solutions where matters require resolution; and
- Undertake other tasks directed from time to time by the Executive Manager.

Criteria

Essential

- Tertiary qualification at degree level in Urban Planning, Management or a related discipline;
- Thorough understanding of relevant legislation, including but not limited to the Environmental Planning & Assessment Act 1979, and the Local Government Act 1993;
- Demonstrated experience in leading the development and delivery of comprehensive programs to achieve priority objectives in a local government context;
- Proven management ability of program teams, staff and consultants;
- Substantial experience in the development and implementation of policies, strategies, and change management initiatives within local government;
- Demonstrated experience in the design and execution of effective communications and community engagement for a variety of audiences;
- Demonstrated high level problem solving skills and a proven track record in meeting strict deadlines and balancing competing priorities;
- Excellent written and oral communication skills, negotiation and interpersonal skills
- Demonstrated commitment to achieving Council's values and organisational behaviours;
- Demonstrated commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles; and
- Hold a Class 'C' Driver's License.

Desirable

- Previous management-level or senior-level experience;
- High degree of computer literacy in packages such as Word, PowerPoint and Excel.

Work Health and Safety (WHS) responsibilities

All workers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The employee who occupies these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

All Council workers are expected to:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as affect the health and safety of yourself or others
- Participate in development of safe work procedures and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage as per the SMC reporting procedure
- Participate in accident and incident investigations as required

Certificates of Competency / Licences

Where required for the position, either by legislation, conditions of employment or through SMC policies and procedures, maintain current certificates, licences, operative training etc, and advise of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses that occur at work immediately
 - If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.
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Approval of Position Description

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____	
Signature: _____	Date: _____
Manager: _____	
Signature: _____	Date: _____

Position Description reviewed: 1 June 2020