

POSITION DESCRIPTION

Position Title:	Team Leader Growth Planning Projects	Position Code:	6-GPPL
Division:	Development and Environment	Grade:	J
Location:	Dubbo / Wellington	Hours/Week:	35
Reports to:	Manager Growth Planning		
No. Direct Reports:	4	No. Indirect Reports	

Primary Purpose of Position

The Team Leader Growth Planning Projects is responsible for providing effective and responsive strategic planning services to assist the Manager in the undertaking of Branch projects and to mentor and supervise other and junior staff within the Branch.

This position is also responsible for supervision and mentoring of less experienced staff within the Branch, and to assist the Manager Growth Planning in the best practice design and management of Council's strategic systems.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Customer Service	<ul style="list-style-type: none"> Support the Manager Growth Planning in the promotion of Branch capabilities and expectations and ensure the needs of internal and external customers are provided in a responsive manner. Support the Manager Growth Planning in the provision of high level customer service functions. Supervise, provide assistance to and mentor staff in the development of customer service techniques and delivery. Interpret and promote the intent and content of Council Strategic Plans and Strategies. Actively promote the role and focus of the Branch to current and potential internal and external customers.
Strategic Land Use Planning and Strategy Development	<ul style="list-style-type: none"> Process, system design, project budget development and the preparation of Council strategies including land use strategies and other key organisational strategies in accordance with the requirements of Council. Processing, system design and the preparation of Local Environmental Plans, amendments and the assessment of requests for Planning Proposals. Processing, system design and the preparation of Development Control Plans and Structure Plans, including associated amendments.
Policy Development and Review	<ul style="list-style-type: none"> Undertake the development of new policy initiatives and determine the most appropriate Policy positions in conjunction with the Manager Growth Planning.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> Undertake reviews of Council's adopted Development Control Plans, Structure Plans and other strategic plans as required and in accordance with the Branch work program.
Education & Engagement	<ul style="list-style-type: none"> Provide proactive communication, education and engagement with developers, builders, consultants, the real estate industry and the wider community with the objective of facilitating the continuing sustainable development of the Local Government Area. To ensure proactive communication and engagement is undertaken with members of the local development industry to educate members.
Strategic Planning Services Team Support	<ul style="list-style-type: none"> Participate, contribute to and help develop an effective and productive team. Assist in the supervision of the work program, to ensure branch accountabilities and performance are monitored and achieved. Foster good team work and high staff morale. Undertake Branch marketing activities that deliver more organisation projects to the Branch in consultation with the Manager Growth Planning.
Integrated Planning and Reporting	<ul style="list-style-type: none"> Undertake within the Branch, development, ongoing maintenance and organisation education, in consultation with the Manager Growth Planning, respect of Council's key organisational strategies and associated plans including but not limited to the following: <ul style="list-style-type: none"> Community Strategic Plan Corporate Strategic Plan Delivery program Operational Plan
Leadership	<ul style="list-style-type: none"> Represent Council in a professional and ethical manner. Provide an effective communication link to internal and external stakeholders. Supervise the actions and activities of Branch Staff in consultation with the Manager Growth Planning.

Inherent Requirements of the Position

- Class C Drivers licence.
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The position is provided with a DRC mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

Selection Criteria

Essential

- Bachelor Degree in Planning, Environmental Science, Geography or a related discipline

2. Commitment to exceptional customer service
3. Sound analytical and problem solving skills
4. Sound knowledge of and experience working with strategic planning concepts and systems
5. Well-developed computer skills, including Microsoft Office and spreadsheet applications
6. Well-developed written and oral communication skills
7. A commitment to the importance and delivery of effective and efficient strategic planning of a major inland regional centre
8. Experience in a similar role in a Local Government or private industry

Organisation Wide Accountabilities

<p>Corporate Values</p>	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous And Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth & Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
<p>Work Health and Safety</p>	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
<p>Sustainability</p>	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>

Organisation Wide Accountabilities

Code of Conduct and Equal
Employment Opportunity

Staff will, at all times, adhere to:

- Council's adopted Code of Conduct.
- Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: