

Application Information Kit

Manager Planning & Development





Message from the CEO

Charters Towers is an exciting place to be at the moment with unparalleled development activity and projects underway, together with associated community building.

Coupled with this, Council has a unique opportunity to support our people and our organisation by articulating a clear vision, developing a positive and nurturing culture, and articulating purpose and priorities.

My leadership ethos is based on the following key aspirations:

- Communication – you will be committed to clear, concise, and honest communication with all staff and Councillors as well as being a good listener.
- Empowerment – you will be willing to let go of the reins and empower your teams to excel at what they do best while providing advice, support, and removing barriers.
- Caring Culture – you will create an environment where everyone's opinion is valued and heard and will put health, safety, and happiness first.

- Continuous Improvement - you will always be looking to improve the way we do things and provide opportunities for cross-team collaboration to achieve change over time.
- Ethics and Integrity – you will demonstrate strong moral principles such as respect, impartiality, social responsibility, transparency, and honesty.

If you believe that you would thrive, add value and contribute to this vision for our organisation, I encourage you to apply for this role.

Thank you for considering this opportunity.



Martin Drydale
Chief Executive Officer



Our Organisation

Charters Towers Regional Council

Seven (7) Councillors are elected to represent the Charters Towers community.

In March 2024, Councillors Kate Hastie, Alan Barr, Kim Farmer, Graham Lohmann, Steven Plant and Julie Mathews were elected for the Charters Towers region, with Cr. Liz Schmidt elected Mayor.

The Charters Towers Regional Council employs over 250 people, all of whom are involved in the delivery of our Corporate and Operational Plans.

The Executive Leadership Team (ELT) sits at the head of Council operations. The ELT is comprised of the Chief Executive Officer, Executive Manager Infrastructure Services, Executive Manager Organisational Services, Executive Manager Community Building and Executive Manager Human Resources.

Our Organisational Values

Our values encapsulate the transparent, community driven goals our Council embodies in its service delivery. They are:





Manager Planning & Development

This position is responsible for providing strong, decisive leadership, guidance, and support to the Planning and Development Department in relation to regional planning and development, building, plumbing and drainage compliance, heritage management, local laws, and regulatory services to ensure Council achieves a professional portfolio.

- > **Employment Type:** Executive Contract - Full Time, Limited Tenure (Up to 5 Years)
- > **Location:** Charters Towers, QLD 4820

Key Responsibilities

1. Provide strategic and technical leadership on planning, building and regulatory services across Council to meet legislative, policy, strategic and compliance obligations.
2. Oversee the lodgement of building and development applications.
3. Lead the certification and enforcement of all building services as well as manage Council's trade waste environmental management policy and design of onsite sewerage systems for landowners.
4. Provide expert advice in relation to planning, building, regulatory and environmental matters to ensure high quality customer and community engagement.
5. Deliver high level support to the Executive Manager Community Building as well as the Executive Leadership Team as a whole.
6. Undertake regular strategic and operational planning and reporting to track portfolio progress.
7. Develop the department's business plan, and appropriate policies and frameworks/systems aligned to Council, community, and customer needs.
8. Drive positive change and continuous improvement within the department in the pursuit of innovation.
9. Build a positive workforce environment and culture with a focus on performance and the building of workforce capability.
10. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.
11. Represent and promote the Planning and Development Department, Community Building Directorate and Council within the community, business sector, other local authorities, government agencies and broader environment to build and maintain positive working relationships.
12. Model the highest standards of personal and professional conduct and demonstrate Council values and behaviours.
13. Comply with Councils Workplace Health and Safety Management System including WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace.
14. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.



Employee Benefits

Remuneration

Total remuneration package up to the value of \$176,000 is available dependent on the skills, experience, and qualifications the successful applicant will bring to the role.

- > Base Salary
- > Motor Vehicle Benefit
- > Relocation Assistance
- > Salary Packaging
- > 12% Superannuation
- > 17.5% Annual Leave Loading

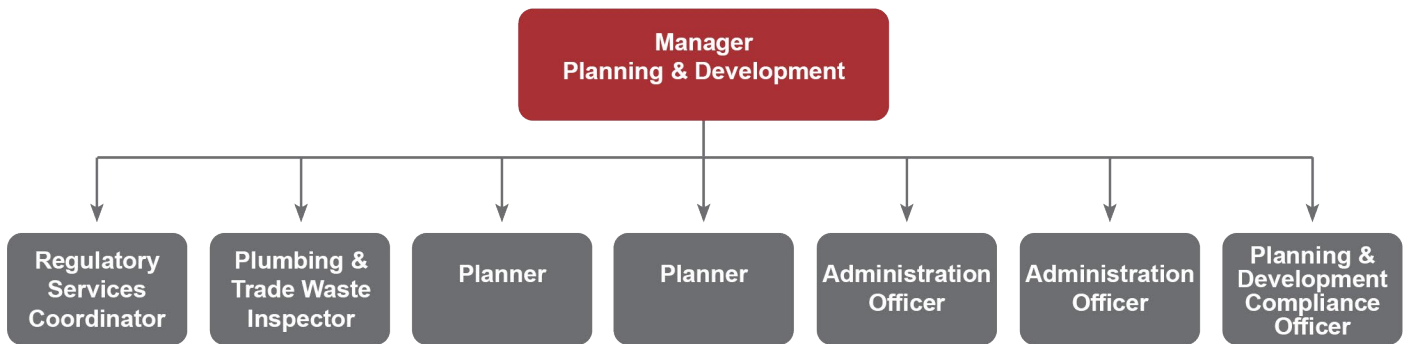
Conditions

- > 5 weeks Annual Leave
- > 15 days Personal Leave
- > Access to Employee Assistance Program (EAP)
- > Development and Training Opportunities
- > Council supplied mobile phone
- > Professional Association Membership



Organisational Relationships

- > **Directorate:** Community Building
- > **Reports to:** Executive Manager Community Building
- > **Directly supervises:** Regulatory Services Coordinator, Planners, Plumbing and Trade Waste Inspector, Planning and Development Compliance Officer, Administration Officers



About You

The successful candidate will meet the following Position Requirements:

| Essential Knowledge, Skills, and Abilities |

- > Successful experience in providing strong, decisive leadership and management of one or more of the following:
 - Regional planning and development
 - Building, plumbing and drainage compliance
 - Heritage management
 - Local laws and regulatory services
- > Participate as an active member of Council's Management Leadership Team (MLT).
- > Experience in (or ability to develop capability) developing an Organisational Department and contributing to a Directorate and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks, and the development of appropriate policies and systems.
- > Experience (or ability to develop capability) in implementing successful change and continuous improvement within a significant service delivery area pursuing innovation and excellence in service delivery.
- > Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service
- > Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.
- > Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.
- > Experience in (or ability to develop capability) representing and promoting a critical service delivery function within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
- > Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.
- > Prepare or provide input into the development of the Planning and Development Department budget. Monitor and advise Executive Manager Community Building on progress against budgetary expenditure in areas of financial responsibility.
- > Responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures and ensuring records are captured in the authorised recordkeeping system.

| Essential Education/Qualifications |

- > Qualifications and development demonstrably relevant to the functions and activities of the town planning will be highly regarded.

How to Apply

To submit an application for this position please email your cover letter detailing how you meet the position requirements as outlined above in the "About You" section and resume to careers@charterstowers.qld.gov.au.

Further Information

For further information please view the Position Description. For enquiries in relation to this vacancy, please call 07 4761 5300 or email careers@charterstowers.qld.gov.au.

Closing Date

11:59pm Sunday, 7 July 2024. Late applications will only be accepted at the discretion of the Chief Executive Officer



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