



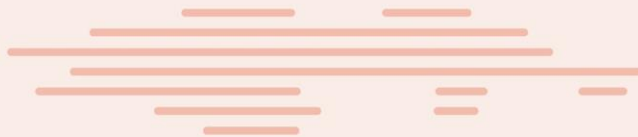
**Brighton
Council**

Position Profile
Director Development Services



NOVEMBER 2024

Brighton
going places



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Director Development Services

Applicants **must** address the specified selection criteria.

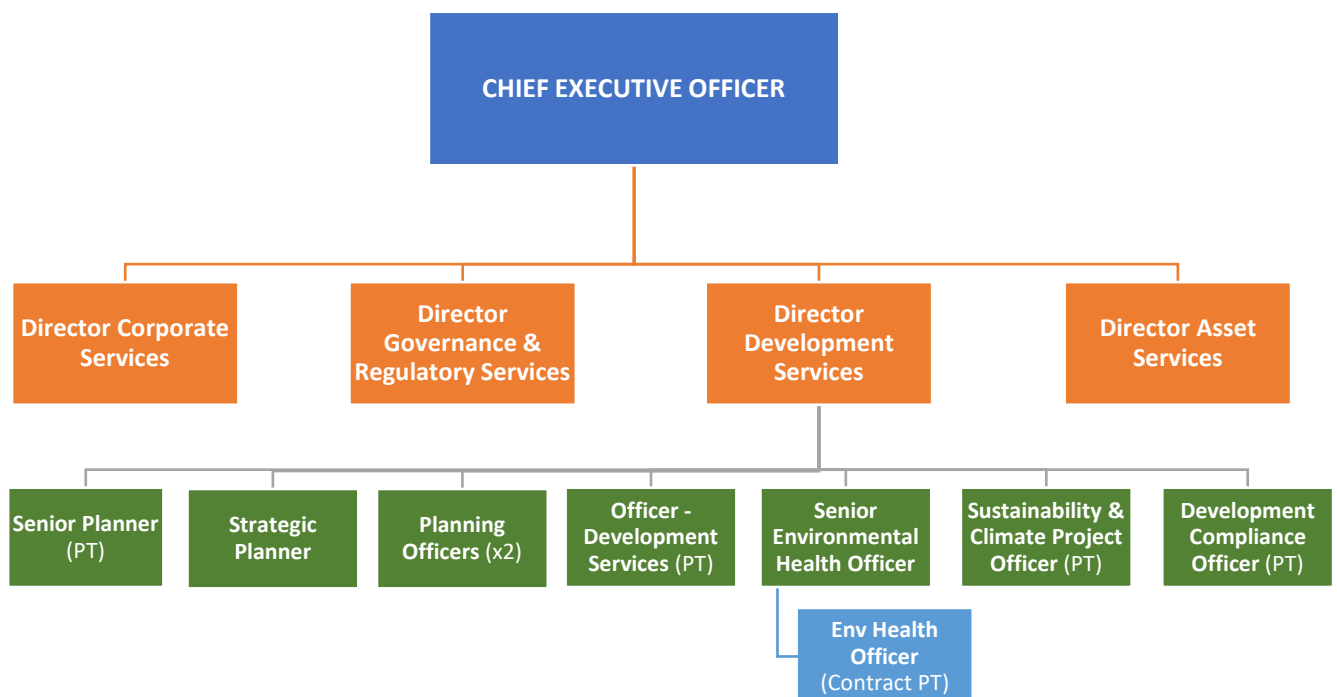
The Position

- Attractive salary package based on qualifications and experience, including a private use vehicle
- 15% Superannuation
- Flexible and family-friendly working arrangements
- Generous corporate fitness and wellbeing programs
- On-site parking (free)
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

To ensure that your application is considered you **must** address the **selection criteria** which can be found on **page 7 of this document**, please include your resume, along with two current referees.

Organisational Structure for the Position



Duty Statement – Director Development Services

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council’s Enterprise Agreement.
2. An attractive salary package, including a private use vehicle and 15% superannuation, will be negotiated with successful applicant and will be dependent on qualifications and experience.
3. The hours of the position are full-time (9-day fortnight/19-day months considered) – however, we would also be happy to consider part-time hours (4 days per week) which can be negotiated with the successful applicant.

A typical working day is Monday to Friday, 8.15am to 4.45pm (30 minutes lunch).
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach – with free staff parking available on-site.
5. The appointment is subject to successful completion of a six (6) month probation period.
6. A Working with Vulnerable Persons’ (WWVP) check, health assessment and reference checks will be requested and organized by Council prior to commencement of employment.
7. Applications for the position close at 7.00pm on **Sunday, 17 November 2024** and should be addressed to:

CHIEF EXECUTIVE OFFICER
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Director Development Services

Position Title:	Director Development Services	Department:	Development Services
Position No:	461	Program:	Development
Employment Type:	Full-Time	Location:	1 Tivoli Road OLD BEACH TAS 7017
Award:	Brighton Council Enterprise Agreement		
Classification:	Director	Level:	N/A

POSITION OBJECTIVE:

- As a member of the Senior Management Team, the Director Development Services will provide leadership and direction in the areas of strategic and statutory planning, development compliance, environmental health, sustainability and climate change and related activities in accordance with various statutory regulations, policies and procedures.
- The Director will provide a strategic vision, leadership and expert guidance to ensure short and long-term plans are in place, including maintaining existing developments as well as to accommodate for future growth to the municipality.
- This role will also provide support to the Chief Executive Officer and assist in the achievement of corporate objectives and organisational goals.
- The position will be an integral part of the organisation’s continuous efforts to increase efficiencies in the activities undertaken not only within the department but also, and more generally as part of the Senior Management Team of Council, across the whole organisation.
- The Director will be required to demonstrate their capacity to adapt to changing circumstances, be flexible in their approach in meeting new challenges and be innovative to ensure success.
- It is also important to note all members of the Senior Management Team will be provided opportunities to Act in the Chief Executive Officer’s role when on leave.

ORGANISATIONAL RELATIONSHIP:

Reports to:	Chief Executive Officer of Brighton Council
Supervises:	Development Services Team
Internal liaisons:	Senior Management Team; Brighton Council Staff and Councillors
External liaisons:	General public; Government departments & agencies; Statutory Authorities and other Councils; community organisations; local business; professional organisations and suppliers of goods and services.

KEY RESPONSIBILITIES:

SPECIALIST SKILLS AND KNOWLEDGE	DUTIES
Development Services	<ul style="list-style-type: none"> • Ensure a positive, pro-active stance in recognising and supporting development opportunities which delivers a benefit to the community. • Connect with other areas of Council and community groups to receive input on planning related issues and communicate decisions to related groups. • Provide high level professional and technical advice to Council and the Chief Executive Officer to assist in the formulation and development of the strategic direction and policy objectives, ensuring Council policy reflects the community’s needs and expectations.

	<ul style="list-style-type: none"> • Actively participate in strategic and statutory planning processes, and the delivery of initiatives and projects for not only the department but also across the whole of Council. • Capability to mediate, negotiate and facilitate to resolve conflicts between competing interests. • Maintain knowledge of applicable Acts, Codes and Regulations to facilitate the cohesive administration and application of such codes relating to planning, environmental health and land-use policies and regulations (i.e. including but not limited to the <i>Land Use Planning and Approvals Act 1993</i>, <i>Local Government Act 1993</i> and <i>Public Health Act 1997</i>). • Provide leadership and direction in enforcement activities relating to applications Acts, Codes, Regulations and Municipal By-Laws. • Direct and lead community consultation utilising stakeholder engagement practices. • Liaise with other levels of government and external agencies to facilitate achievement of common goals, leveraging best practice.
Budgets and Finances	<ul style="list-style-type: none"> • Establish and prioritise overall departmental goals and objectives; prepare and administer annual capital and operating budgets and process revenues and expenditure in according with Council policies. • Annually evaluate the adequacy of service/processing fees and charges and recommend changes to Council. • Ensure the financial integrity of the department by monitoring the division budgets. • Optimise grant and/or alternative funding opportunities, securing funding for Council, and acquitting grants in compliance with required practices. • Recommend and establish permit fee rates for Council approval via a public process.
Management Skills	<ul style="list-style-type: none"> • Work with the Chief Executive Officer, other members of the Senior Management Team and members of Council to ensure effective leadership and management of not only the department, but across the whole of Council. • Lead, coach, develop and performance manage a multi-disciplined team of personnel to ensure the efficient and effective provision of timely services. • Ensure the development, implementation and ongoing review of the department, strategic business plans and report on performance against agreed outcomes. • Investigate and recommend opportunities for improved service provision, including innovative options, consistent with Councils objectives and best practice.
Interpersonal Skills	<ul style="list-style-type: none"> • Develop, design, implement and analyse best practices related to collaboration, community engagement and community development strategies. • Prepare reports, make recommendations, and present to Council, Community and the public as needed, demonstrating extensive functional knowledge and presenting clear recommendations. • Ensure any recommendations to Council appropriately balance all interests wherever possible (for example social, economic, environmental). • Actively build and maintain positive, mutually beneficial relationships with the public, community and user groups, other departments and external stakeholders. • Respond to queries from developers, elected members, public and so forth as required.
Risk Management	<p>An employee whilst at work, shall:</p> <ul style="list-style-type: none"> • Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures. • Adhere to and assist in the continuous improvement of Council's risk management system.
Customer Service	<ul style="list-style-type: none"> • Provide, set and promote customer focussed service, which promotes a positive image of Council as well as a high level of safety and environmental awareness. • Ensure that a high standard of customer service is maintained to both internal and external customers.
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts. • Actively retain records and documents within Council's electronic content management system(s) relating to Council business as part of their employment. • Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

JUDGEMENT AND DECISION MAKING:

- The capacity to make complex decisions around strategy and direction, exercising good judgement in elevating decisions to the Chief Executive Officer and/or Council when necessary.
- The provision of accurate advice and making informed decisions based on up-to-date knowledge and information.
- Ability to maintain appropriate and professional relationships with others, using appropriate skills to ensure your message was understood by others.
- Competent in setting personal objectives, including effective time management, setting realistic objectives and deploying resources efficiently.
- Looking at the bigger picture to create strategic initiatives for the Council and its municipality.
- Implementation of corporate programs, business plans and Council's policies and procedures.

EXTENT OF AUTHORITY:

Financial:	In accordance with annual department budget and financial guidelines
External Correspondence:	Sign correspondence for the Development Services Department
Council Reports:	Oversee reports for the Development Services Department
Specialist Delegations:	As per Council's Delegations Register

KEY SELECTION CRITERIA:

1. Tertiary qualifications in a related discipline; coupled with previous experience in either a supervisory type of position OR direct relevant experiences in a similar public sector setting.
2. Extensive knowledge and understanding of legislation for the planning and environmental health portfolios and their associated regulations and municipal by-laws, including but not limited to the *Land Use Planning and Approvals Act 1993*, *Local Government Act 1993* and *Public Health Act 1997*.
3. Exceptional people management skills and the ability to manage staff at all levels ensuring accountability and performance, with demonstrated experiences with coaching and mentoring staff as well as team building and motivation.
4. Proven analytical, problem solving and decision-making capability to recommend innovative, workable solutions using sound negotiation and dispute resolution skills.
5. Aptitude to coordinate, analyse and utilise a variety of reports and records; with the ability to communicate effectively both verbally and in written formats, to not only establish but to maintain effective working relationships through consultative stakeholder engagement processes.
6. Proven ability to write complex reports to Council, including experience in strategy development and implementation, as well as budget forecasting and control, and the capacity to seek other funding opportunities.

OTHER LICENCES/ACCREDITATIONS:

- Possess a current White Card – 'Prepare to Work Safely in the Construction Industry' (CPCWHS1001)
- Possess a current Working with Vulnerable Persons' Card (WWVP); OR the capacity to gain prior to commencement of employment

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Job Analyst: Senior Management Team

Date Analysed: 4 November 2024

Approved by: Chief Executive Officer

Date Approved: 4 November 2024

I have read and agree to abide by the requirements of this position description.

Employee Name: Vacant

Employee Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.