

## POSITION DESCRIPTION

<b>Position Title:</b>				<b>Planning and Environment Manager</b>
<b>Business Unit:</b>	Planning & Environment	<b>Classification/Grade:</b>	Grade 12-13	
<b>Position No:</b>		<b>Reports to:</b>	General Manager	
<b>Location:</b>	Coleambally, Darlington Point, Jerilderie	<b>Positions reporting directly to this position:</b>	Development Officer; Trainee Development Officer; Technical Support, Biosecurity – Weeds; Waste Depot; Coleambally Officer Manager	

### Primary Purpose of the Position

The Planning and Environment Manager manages the Planning, Development and Environmental Services functions for the Murrumbidgee Council.

This position assists with the development and implementation of strategic and operational policies, plans and procedures.

### Roles and Responsibilities

The Planning and Environment Manager is directly responsible for the roles and responsibilities:

1. Management of Councils planning and environment services and compliance.
2. Provision of professional advice to the Council and community on planning, environment, development, health and heritage matters.
3. Leadership and management of the activities of the staff comprising the planning and environmental services unit including resource planning, staff performance, budgets and expenditure.
4. Contribute to and implementation of the Risk Management Strategy, promote within team and address identified issues identified in audits.
5. Represent Murrumbidgee Council on regional networking committees.
6. Facilitate the delivery of efficient and effective outcomes relating to Council's approval processes and compliance under the EP&A ACT 1979, Local Government Act 1993, the Public Health Act 2010, the Heritage Act 1977 and the Swimming Pool Act 1992, BC Act, CC Act, POEO Act.
7. Project Management of statutory land use planning and state of Environment reporting.
8. Assist Council in the compliance with relevant Acts and Codes, compliance with Water and Sewer issues as required.
9. Management of Council pools.
10. Other duties within skills, competencies and classification of role as directed by the General Manager

### Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable comply with Council Delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.

Maintain physical capability to undertake duties appropriate to the role

**Authority and accountability:**

- Accountable for the effective management of major sections or projects within their area of expertise. As a specialist, advice would be provided to executive level and to the employer on major areas of policy or on key issues of significance to the organisation. The position's influence would have an important role in the overall performance of the function.

**Judgement and problem solving:**

- Positions would determine the framework for problem solving or set strategic plans with minimal review by senior management. At this level, the position may represent senior management or the employer in the resolution of problems. The oversight of problem solving and assessment of the quality of judgements made by less qualified staff will apply at this level.

**Specialist knowledge and skills:**

- Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.

**Management skills:**

- Positions may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

**Interpersonal skills:**

- Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to negotiate on important matters with a high degree of independence. Positions are required to liaise with the public and external groups and organisations.

**Qualifications & Experience**

- Tertiary qualifications in town planning, building surveying or related discipline
- Minimum 5 years' experience in Local Government in the relevant field.
- A2 certification from the Building Professionals Board.
- White card (or general construction induction card)
- Current C Class drivers licence.

**Desirable Experience/Qualifications**

- Previous recent experience in local government or other government entities

**Authorisation:**

<b>Prepared By:</b>	GM/HR	<b>Date Issued:</b>	December 2018
<b>Current Incumbent</b>		<b>Date Commenced:</b>	
<b>Manager:</b>			
<b>Reviewed By:</b>		<b>Date:</b>	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.