

Position Title:	Director Development Services
Directly reports to:	Chief Executive Officer
Positions under Direct Supervision:	<ul style="list-style-type: none"> • Manager Planning & Development • Manager Building • Manager Environmental Health

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 11,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position exercises effective leadership and managerial responsibility and control in the provision of Planning, Building and Environmental Health services. **(the Directorate)**. The incumbent has the authority to act within the predetermined Council guidelines, policies, procedures, budgetary limits in accordance with the statutory provisions of the Local Government Act (1995) and other relevant legislation.

Objective 1: Efficient and Effective Leadership

- Through sound leadership, provide professional direction and motivation to staff, ensuring the strategic objectives of the Town are delivered in line with Council policies and work procedures.
- Be an active, positive, and contributing member of the Town's Executive Team.
- Nurture and assist with the continual development of strong internal and external relations between all work areas and staff through communication, coaching and facilitation.
- Provide professional direction and motivation to staff of the Directorate, to achieve maximum productivity.
- Provide political leadership for the Directorate.
- Play a lead in any cross departmental special projects, as directed by the CEO.
- Provide positive representation of the Town at functions, events, and external meetings.

Objective 2: Proactive Staff and Project Management

- Oversee the accurate management of the Town's human and financial resources of the directorate.
- Oversee the completion of quarterly reports for areas and ensure the continual improvement of these areas within the portfolio.
- Ensures the team operates within the Code of Conduct and other Town guidelines, policies, and procedures.
- Ensure that the roles, duties, and responsibilities of all staff within the Directorate are clearly defined and communicated.
- Manage the Performance Achievement Cycle and staff development plan for the Directorate.
- Manage issues related to the Directorate, ensuring that required standards & timelines are met.
- Carry out and supervise administrative duties related to the supply of materials and equipment including completion of purchase orders and record keeping.
- Provide direction and achievable goal setting to direct reports, while setting a good example through consistently demonstrating the organisation's Values.
- Provide leadership and nurture the continual development of positions under your direct supervision.

Objective 3: Strategic Planning, Policy Development & Reporting

- Annually review relevant policies and procedures and oversee the amendment of such documents where necessary.
- Prepare and oversee high quality Council Reports for the Directorate.
- Contribute to the review and implementation of 'Claremont Ahead', the Town's 10-year Strategic Community Plan, and the 4-year Corporate Business Plan.
- Ensure the Directorate's key strategic documents such as Local Planning Scheme, Public Health Plan and other relevant strategies are current and relevant.
- Annually review relevant policies and procedures and oversee the amendment of such documents where necessary.

Objective 4: Governance and Statutory Requirements

- Oversee the governance responsibilities of the section; liaise and report to the CEO on governance issues.
- Attend council and committee meetings as required.

OBJECTIVE OF THIS POSITION

- Ensure that all records of the Directorate are maintained to an acceptable standard.
- Ensure the Directorate's annual budget requirements are articulated during budget development.

Objective 5: Communication /Negotiation

- Foster and maintain strategic partnerships and networks, particularly in relation to public consultation, participation and service provision.
- Negotiate with stakeholders, multi-level government agencies and private organisations regarding the funding and development of community services/facilities to maximise resources available for planning and development related projects.
- Encouraging demonstrate and develop a team focus on continuous business improvement and innovation in customer service delivery.
- Ensuring consistently high standards of customer service is delivered by all team members.

Objective 6: Work Health and Safety (WHS)

- Facilitate continual improvement and cultural beliefs around WHS and wellbeing.
- Actively promote and disseminate WHS legislation, regulations, management systems and information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Ensure appropriate resources and budget allocations are available for resolving WHS issues and improving the Town's WHS systems and staff training.

Objective 7: Corporate Responsibility

- Employ and be accountable for ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate a high-level commitment to customer service in accordance with the Town's Customer Experience Charter.
- Promote the development of efficient work practices and appropriate use of resources.
- Provide direction and achievable goal setting to staff, while consistently demonstrating the organisation's values.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by the CEO which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 8: Continuous Improvement

- Facilitate and lead cultural change and continuous improvement.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Tertiary qualifications in an area relevant to the Directorate.
- Demonstrated understanding of Planning, Building, and Environmental Health services and related strategic documents, plans, and schemes, within a local government context.
- Comprehensive knowledge of relevant legislation and guidelines, including the Local Government Act 1995 and regulations.
- A proactive approach to strategic, management, operational and project planning & the development of outcome-based objectives.
- Highly developed interpersonal and communication skills (including report writing) with applied political

acumen, enabling a proactive and positive influence on Council and community.

- Proven ability to lead, motivate, and develop multi-disciplinary teams and contractors/consultants to ensure high productivity, positive organisational culture, and a high standard of customer service.
- Excellent time management skills to ensure compliance with legislative requirements, operational timelines and the ability to manage and lead workloads.
- Sound computer literacy skills.

Desirable

- Membership to a professional relevant body.
- Postgraduate qualifications in Leadership, Management or Business.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6-month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Chief Executive Officer Approval

--	--

Employee

--	--