



# POSITION DESCRIPTION

## Manager Development Services REGULATORY & DEVELOPMENT SERVICES

January 2025

<b>POSITION</b>	Manager Development Services	<b>DIVISION</b>	Regulatory & Development Services
<b>AWARD</b>	Local Government Industry Award (IA) 2020	<b>BAND</b>	Band 10/11 (Contract 3 Years)

## POSITION SUMMARY

The Manager Development Services leads the Development Services team, ensuring efficient and effective delivery of services in land use planning, building and environmental health.

Key responsibilities include:

- Providing day-to-day leadership and structured oversight of operational deliverables and timelines.
- Ensuring compliance with regulatory obligations and Shire service requirements.
- Acting as a specialist advisor, collaborating with internal teams, external agencies, and government departments.
- Engaging with the community and business stakeholders to deliver projects and services promptly.
- Preparing high-level reports with accuracy and professionalism, often under tight deadlines.
- Managing sensitive matters with confidentiality and providing strategic advice as required.

## VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and Commitment to **TRACK:**

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

## CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire's resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire's Strategic Community Plan, Corporate Business Plan, and Service Delivery Plans.
- Services are managed in-line with the Shire's Customer Service Charter and in an efficient manner.

### REQUIREMENTS OF THE POSITION

**\*Key Selection Criteria** – in a separate document please outline your ability to meet the requirements of each item in the 3 tables below as part of your application for this position.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Bachelor of Arts (Urban and Regional Planning) or equivalent qualifications with relevant experience, or less formal or related qualifications with considerable skills and knowledge obtained through experience and/or study to completely undertake the duties and responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current "C" Class Driver's Licence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current National Police Clearance (under 3 months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
Strong understanding of local government legislative framework, in particular the application of the <i>Planning and Development Act 2005</i> and the <i>Local Government Act 1995</i> and the ability to interpret legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in development and implementation of organisational development strategies, policies and projects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience with the intra-divisional functions of Planning, Building, Environmental Health and Compliance within Local Government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in preparing Council reports, Responsible Authority Reports, Local Planning Polices and Local Government protocols and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in reporting (written and oral) on project delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of and experience in corporate decision-making processes and developing corporate strategy in relation to the business environment the organisation operates in.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SKILLS & ATTRIBUTES	ESSENTIAL	DESIRABLE
Demonstrated ability to enable others by building relationships founded on trust and develop and motivate a cohesive team towards the achievement of common goals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly developed influencing and facilitation skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to meet deadlines and prioritise multiple projects and conflicting demands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Well-developed leadership skills in creating visions and support for the development of staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing reports and other professional documents where the audience can range from staff, Managers, Executive Management Group or Council.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to foster creativity and innovation and to develop a workplace environment where people are prepared to challenge current methods and develop new ways of doing things.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### KEY DUTIES

In conjunction with **Executive Manager Regulatory and Development Services** this position will:

#### DEVELOPMENT AND CONTROL

##### Leadership

- Be an active and positive member of the Shire's management team.
- Be a principal point of contact for the Development Services business unit to ensure the Planning, Building, Health and Compliance portfolios are functioning in a cohesive and consistent manner.
- Contribute with constructive input as a team leader for the creation and implementation of modern interdepartmental processes (and outputs) related to the development services functions.
- Provide leadership and drive continuous improvement across of the Development Services business unit.
- Provide professional support and technical advice to officers as required.
- Make suggestions and manage change that contributes to the efficiency and effectiveness of the Development Services business unit.
- Assist in formulating contemporary work procedures and policies for the Development Services business unit.

##### Development Services

- Provide oversight to the planning, building and health portfolios to ensure timely and accurate assessments of development and subdivision proposals.
- Manage the resources effectively, report on Development Applications for compliance with the Local Planning Scheme, Polices, Local Laws and State Planning Framework.
- Exercise a high degree of judgement, initiative and confidentially when making decisions under delegated authority.
- Provide high quality advice, instructions/guidance on research findings, both verbally and written.
- Provide accurate Council Reports/Responsible Authority Reports with recommendations to Council and/or Development Assessment Panels and attend meetings as required.
- Prepare, investigate, attend and report on State Administrative Tribunal matters.
- Work with the Executive Manager on the implementation of Planning Projects, including the review and development of the Local Planning Framework, such as the Local Planning Strategy, Local Planning Scheme and Local Planning Polices.

#### FINANCIAL

- Monitor the financial performance of the planning and building portfolios against the service plan and annual budget.
- Review financial requirements annually and ensure alignment with the Shire's Corporate Business Plan.
- Develop and assist in the preparation of annual budgets.

#### CUSTOMER SERVICE AND ADVICE

- Provide specific advice and recommendations to internal and external customers on all matters relating to Planning and Development and resolve complex issues using problem solving and negotiation skills.
- Proactively assist with development and implementation of policy and procedural initiatives directed at improving customer service.

### PERFORMANCE IMPROVEMENT & ADDING VALUE

- Perform other duties as requested by the CEO and Executive Management Team within the scope of the classification level.
- Apply learning and skill development to improve internal systems, processes, and projects.
- Demonstrate commitment to high-standard outcomes and adherence to the Shire's policies and management practices.
- Coach and mentor staff within the business unit to enhance their capability, technical knowledge, and customer-focused service delivery.
- Proactively build positive and collaborative working relationships, both internally and externally, to resolve complex planning matters.
- Develop and implement staff training on process and other improvement initiatives in collaboration with the Executive Manager Regulatory & Development Services.

### ADMINISTRATION

- Oversee the daily operation of the Development Services Business Unit.
- Maintain and administer procedures for processing town planning-related applications, correspondence, and statistical records.
- Implement Council resolutions and report progress to Council and Executive Management Team.
- Other duties relevant to the Manager Development Services but not limited to, assisting the Regulatory & Development Services Department to meet their objectives on an "as needed" basis, and any other tasks as directed by the Executive Manager Regulatory & Development Services within scope of the Regulatory & Development Services business unit.

### WORK HEALTH SAFETY & HEALTH

- Ensure adherence to WHS policies and procedures.
- Consult with workers and H&S representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately
- Assist with initiating an early return to work on suitable duties after a workplace injury
- Access sources of WHS information and systematically disseminate information to all workers.
- Ensure that workers including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

### EXTENT OF AUTHORITY

Operates under general direction of the Executive Manager Regulatory & Development Services within established guidelines, procedures, and policies of the Shire, as well as statutory provisions of the various Acts and other legislation.

### ORGANISATIONAL RELATIONSHIPS

**Responsible to:**

- Chief Executive Officer
- Executive Manager Regulatory & Development Services

Number of Staff Positions Supervised Directly: **3**

Number of Staff Positions Supervised Indirectly: **3**

INTERNAL	EXTERNAL
Chief Executive Officer	Contractors
Executive Managers	Ratepayers
Other Shire Employees	Members of the Public
Elected Members	State & Federal Government Departments

### POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Employee’s Name: \_\_\_\_\_

(BLOCK LETTERS)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Scott Wildgoose**  
**CHIEF EXECUTIVE OFFICER**



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