

Directorate:	City Growth and Development	Department:	N/A
Position Grade:	Director	Reports to:	Chief Executive Officer
Date:	February 2022	Version:	0.4

Organisation purpose:

The City of Prospect forms part of the iconic inner heritage suburbs of Adelaide, and is known as one of South Australia's most innovative and progressive councils. The City spans approximately 778 hectares, has a population of around 21,500 people.

The City of Prospect Strategic Plan, **Towards 2040**, seeks to put the community at the centre of all we do as a business. Through its six strategic focus areas consisting of *Connected and Caring*, *Active and Engaged*, *Proud of our Past, Excited by our Future*, *Inclusive and Diverse*, *Creative and Innovative*, and *Responsible and Sustainable*, **Towards 2040** offers a bold vision for the City that is compelling, ambitious and exciting.



Position purpose:

Provide high level leadership and strategic direction to the City Growth and Development Directorate through a period of change and growth. To embrace the opportunities that growth and development bring to the City of Prospect, and align these opportunities towards economic prosperity and community amenity.

Lead a directorate delivering a range of services, including business facilitation and growth, development assessment, heritage evaluation and management, community standards, and strategic city planning.

Represent Council on external boards, shared service organisations, and other external forums as required.

Lead and inspire your team, and the broader council cohort, by demonstrating a positive, creative, customer-centric approach to service delivery.

Positively and consistently model Council's values in all aspects of your work life.

Key accountabilities and responsibilities:

- Lead, inspire, motivate and develop an agile, cohesive, innovative and a high achieving team of people to optimise service delivery and performance, and to embrace and engage with the Council's strategic vision for change and growth.
- Lead a culture of continuous improvement, innovation, high achievement, opportunities for development, and collaborative leadership across Council to effectively deploy resources, meet changing circumstances, improve service delivery and ensure adequate capability and capacity to deliver operational and significant priority projects.
- Lead a positive, respectful, healthy and safe work environment, and work collaboratively across all service areas of Council through building trusted and effective relationships with all key stakeholders (including Elected Members, community members and other external stakeholders) to ensure issues and needs are understood and taken into consideration when decisions are being made and services delivered.
- Act as a trusted advisor regarding best practice and innovative service to Council, and manage and resolve complex problems by proactively seeking and integrating information from a wide range of stakeholders and subject matter experts to anticipate issues before they occur, and ensure decisions made and actions taken are based on both evidence and an appreciation of stakeholder needs and expectations



Director City Growth and Development POSITION DESCRIPTION

- Represent and promote Council, by highlighting group achievements and actively articulating the Council's vision within the community and industry, to endorse Council as an employer of choice and as an agile, forward-looking and innovative organisation that is focused on serving the needs of the community
- Contribute to the development and implementation of Council strategic plans (and development and implementation of related Directorate operational plans), and participate as a member of the Executive Leadership Team to achieve the strategic objectives of Council, and set and promote excellent customer service standards within the Directorate and across Council to ensure best practice service is delivered to the community
- High level strategic leadership and advice in relation to economic matters to support the achievement of community objectives and consult with and seek input from companies, government departments and local and regional economic development agencies in relation to investment attraction, economic and city development, employment creation, skills enhancement, and visitor attraction issues.
- Promote the City of Prospect as a destination for retail and commercial investment.
- Facilitate, target and encourage appropriate and diverse commercial investment across targeted key industry groups.
- Champion the improvement of accessibility to and links between our key commercial precincts.
- Lead Council's operations in the development, revision and implementation of policy regarding planning and regulatory frameworks, including (but not limited to) local, regional and state planning policies and codes, enforcement policies and procedures, and related matters.
- Maintain up to date knowledge of local and regional priorities, opportunities and challenges to ensure Council strategy and service delivery is based on community needs, considering contemporary management and professional standards, reform and best practice innovation.
- Establish and maintain the confidence, trust and respect of a majority of elected members, acting as representatives of the community of the City of Prospect.
- Other duties as directed by the Chief Executive Officer.

Decisions made in the position:

- Strategic direction for the directorate
- Decisions within delegation for financial management and people
- Allocation of resources to achieve strategic outcomes within directorate
- People, performance and achievement management (except for final decisions – see below)

Decisions referred:

- Final people management decisions, i.e. new appointments, dismissal, restructures, salary progress
- Expenditure in excess of delegation
- New initiatives and policy changes

Key issues/challenges:

- Managing in a constantly changing and political environment
- Achieving strategic outcomes within an environment of contracting resources and competing priorities
- Ensuring delivery within strict deadlines whilst managing additional complex projects
- Supporting and nurturing city growth and diversity, balancing development quality against volume

Key working relationships:

Internal

- Chief Executive Officer
- Executive and Management Team
- All staff
- Mayor and Elected Members
- Council Assessment Panel members

External

- Community
- First Nations stakeholders (in particular, the Kaurna people of the Adelaide and Adelaide Plains region)
- Government Agencies
- Developers
- Business owners/proprietors
- Landowners
- Investors
- Local Gov't Agencies (LGA, ERA, GAROC, EHA etc)
- Various professional consultants
- Auditors

WHS Accountabilities and Responsibilities

This role is considered as an “Officer” under the Work Health and Safety Act 2012 (SA) (WHS Act). An ‘Officer’ includes a person who makes or participates in making decisions that affect the whole or a substantial part of a public authority.

‘Officers’ can be held personally responsible for contraventions of WHS laws. An ‘Officer’ has a duty to exercise due diligence to ensure a Person Conducting Business or Undertaking (PCBU) meets its health and safety obligations. This duty cannot be delegated and failure to comply is a criminal offence, which can carry severe penalties.

As a Director, you will accordingly be responsible for ensuring your own health and safety, and that of the staff reporting through to you. You are also responsible for the health and safety of volunteers, contractors, and other persons under your direction/control, or who reside or work in spaces under your control or responsibility.

You are accordingly required to make yourself familiar with, and comply with, all relevant policies and procedures, as well as the key legislative, regulatory and other provisions applicable to Work Health and Safety Management at the City of Prospect. It is also your responsibility to remain current with your knowledge in this area, by participating in training as and when required. You must similarly ensure that those persons under your management are doing the same.

The City of Prospect takes safety very seriously. A failure to comply with Work Health and Safety requirements will be considered a fundamental breach of employment obligations.



Director City Growth and Development

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant degree or tertiary qualification in an area focused on commerce, planning, development, architecture, or related discipline
- Current Driver's Licence

Experience

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Management experience in providing leadership and strategic direction, preferably to a multi-disciplinary team, to enable the delivery of the strategic objectives of the organisation
- Demonstrated experience and knowledge in one or more of the areas of economic development, planning, land development, regulatory, health and/or building services
- Achievements in leading and facilitating project and change management initiatives
- Experience in the preparation and implementation of business plans and budgets and generating innovative approaches to more effectively deploy resources
- Understanding of the key planning and economic factors affecting metropolitan Adelaide

Knowledge and Skills

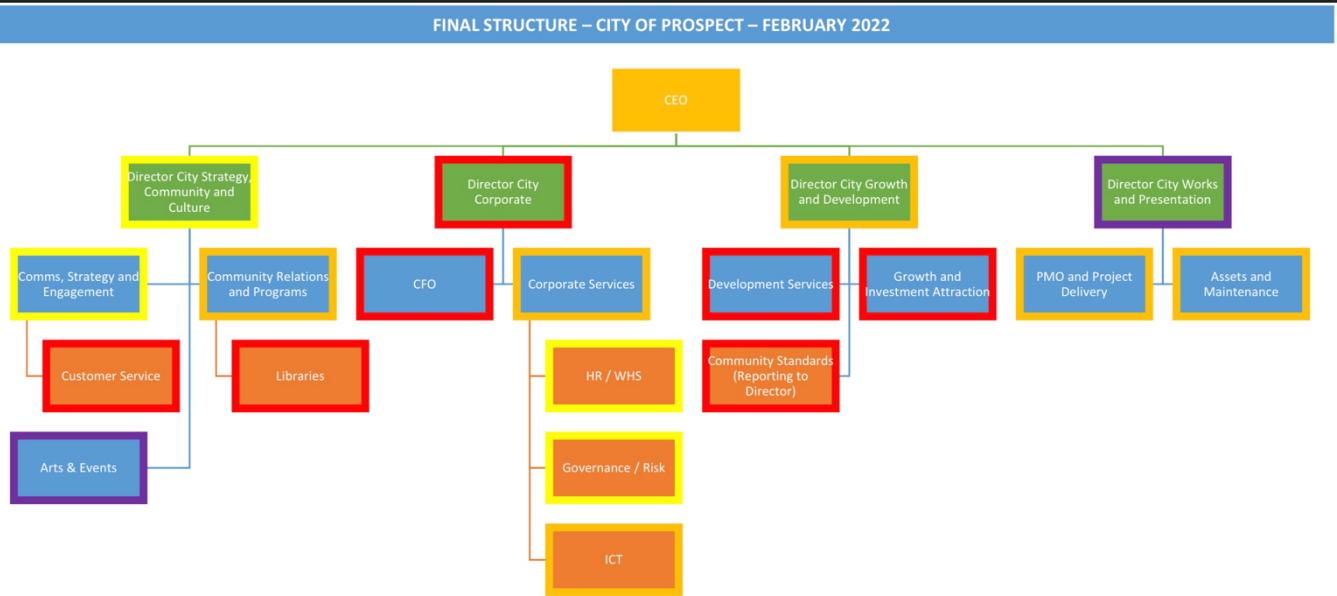
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and workplace diversity
- Knowledge of issues relating to town planning
- Knowledge of issues relating to economic development and investment attraction
- Knowledge of the Local Government Act, the Planning, Development and Infrastructure Act, and other relevant legislation
- Demonstrated ability to work in a politically sensitive environment
- Demonstrated ability to provide authoritative advice
- Demonstrated presentation/facilitation skills
- Demonstrated ability to interpret and implement relevant legislation and policies
- Capacity to perform significant work out-of-hours, including attendance at after-hours meetings and workshops

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Relevant post graduate qualification
- Relevant management qualification
- Knowledge of key priorities, opportunities and challenges in the inner eastern region of Adelaide

ORGANISATIONAL STRUCTURE



LEADERSHIP COMPETENCIES

Leadership Competency Framework – Directors

Competency	Safety Leadership	Managerial Leadership	Business Acumen	Strategic Development and Performance Accountability	Working Collaboratively
Capability, skills, knowledge and/or experience that typify these competencies	<ul style="list-style-type: none"> Creates a safe working environment which includes physical and psychological safety Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements Ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities Regularly communicates the importance of organisational safety culture across the department 	<ul style="list-style-type: none"> Creates departmental structure that enables the delivery of strategies Empowers direct reports to deliver results and holds them accountable for the effectiveness of their managerial leadership Leads and supports change across the organisation Provides background, context and rationale in regards to decision making and judgement Identifies opportunities to develop own leadership capability and supports development for direct reports Personally demonstrates and holds workforce accountable for living our values and associated behaviours 	<ul style="list-style-type: none"> Challenges the appropriateness and timing of work, in light of organisational priorities Considers and responds to political query and scrutiny and can influence political debate at a local, state and national level Considers and responds to budgetary implications for the whole of department and positions the organisation to meet financial challenges Analyse and leverage new markets, new ventures and alliances with high quality results Considers and responds to relevant risks to ensure effective decision making Responds in a timely manner to business challenges and challenges relating to meeting service delivery 	<ul style="list-style-type: none"> Supports the development of the organisation's strategic intent Regularly and clearly communicate strategies to ensure a direct reports understand their role in relation to the bigger picture Sets clear departmental goals and measures aligned to organisation's strategies and values Identifies links between social trends, community concerns and organisational delivery and consider the impact on the delivery of the organisation's strategies Develops direct reports' knowledge about the contribution of other areas to the organisation's strategic objectives 	<ul style="list-style-type: none"> Builds relationships across the local government industry and other political levels that seek to assist in the achievement of organisational objectives Builds a climate of trust and respect by openly sharing information and expertise with others Enables and encourages collaboration of the workforce across the department and wider organisation Builds and maintains effective working relationships with CEO, Elected Members and internal stakeholders Personally demonstrates and holds workforce accountable for customer service principles Considers actions and outputs and how they impact other areas in the business and the wider community



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CORPORATE VALUES: OUR WORKPLACE CULTURE

You will be able to demonstrate the ability to use City of Prospect's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of City of Prospect will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

Respect

We will all feel valued

Maintain confidentiality

Value, be empathetic to individuals' opinions, beliefs and unique situations

Listen to others with an open mind and acknowledge others opinions

Acknowledge time is valuable, be on time for meeting and strive to meet deadlines

Keep people informed of the status of things that impact on them

Innovation

We are a creative and dynamic organisation

Be creative and look at new ways to approach existing tasks

Simplify and streamline systems and procedures to achieve quality outcomes and service excellence

Be solution focussed and create new opportunities

Provide and encourage feedback and fairly evaluate ideas

Acknowledge problem solving and give individuals credit where it is due

Teamwork

Working together with a positive and supportive attitude

Encourage and support others

Share information

Be flexible in our approach to work

Take ownership of our mistakes and take action to seek resolution

Offer people support and ask for it if we need it

Integrity

An environment where people understand, respect and trust each other:

Do what we say we will

Take responsibility and accountability for our actions

Act honestly in all aspects of our work

Live our values

Give and receive feedback in a respectful, honest and tactful manner

Commitment

Deliver exceptional customer service:

Demonstrate full ownership of behaviours

Be dedicated to improving what we do

Be reliable and dependable by following through on promises

Acknowledge we have internal and external customers

Own my responsibilities

Enjoyment

People are happy and proud to work here:

Demonstrate that we are driven by positive, passionate and flexible attitudes

Have a sense of humour, be friendly and smile

Believe in what we do and foster it in others

Encourage relaxed discussions and share ideas

Acknowledge, celebrate and reward successes



Director City Growth and Development

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ACKNOWLEDGEMENT AND AGREEMENT

I have read and understand the requirements and expectations of this position description. I agree that I have the medical capacity to fulfil the inherent requirements of the position and accept my role in fulfilling the Corporate Values and Key Responsibilities. The City of Prospect may amend responsibilities to meet business and operational requirements as positions develop over time. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

** Electronic Offer** By accepting your letter of offer electronically, you are accepting the Position Description referenced in your offer.

Employee Name: _____

Employee Signature: _____

Date

CEO Name: _____

CEO Signature: _____

Date