

Position description

Title:	Manager Planning and Place	Position Number	4010
Classification:	Manager Level 2		
Hub:	Innovation	Program Area:	Growth and Economic Development
Reports to:	Executive Manager Growth and Economic Development		
Direct Reports:	Planning Coordinator, Project Officer		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high-performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



Position objective

The Manager Planning and Place is a key role in the Growth and Economic Development Program Area. This position provides guidance in line with strategies, management, policy, research, planning, reporting and project management services around city planning and placemaking to support longer term improvements and liveability of Darwin.

The role will lead and build upon the planning setting for city growth and development projects in accordance with legislative requirements, City of Darwin policy, processes, approved delegations and values. The position will manage City of Darwin's Planning and Place team at both a strategic and operational level to provide economic and social benefit to the Darwin community.

The Planning and Place team are responsible for responding to planning, development and signs applications. The team is a key interface with external government agencies around city planning, developing plans and development objectives for the city's activity centres.

The objective of the role is to proactively program for and deliver planning and place projects that successfully deliver on the strategic objectives of the city. The role will work collaboratively with inter-organisational and external delivery partners (including other levels of government) on projects of strategic importance to the City, while coordinating consultation and engagement activities to ensure program and project objectives and expectations are achieved.

Key result areas

Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.



Service delivery

Leadership / Management

- Foster an environment and organisational culture which encourages and enables change, innovation and improvement to deliver City of Darwin's strategic directions, community expectations and staff performance and satisfaction.



- Provide specialist professional and technical expertise, advice and support to the Executive Manager and other stakeholders in relation to strategic planning and governing instruments oversight, management and legislative compliance.
- As a member of the Enterprise Leadership Group (ELG), actively participate in ELG meetings and associated requirements of the enterprise leadership vision and function.
- Provide timely financial monitoring, project budget analysis and recommendations in alignment with strategy, programs and related program budgets.
- Provide strong problem-solving skills in solving planning event and activation project challenges, developing process based solutions.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Monitor internal and external business environments to identify potential risks and opportunities.
- Increase the profile and exposure of Darwin through City of Darwin's involvement in projects and events as a means of providing increased economic and social benefit to the local community.
- Research and prepare complex reports, policy advice and Council briefings on matters relating to urban planning and placemaking.

Customers / Stakeholders

- Prepare for and attend meetings of Council, Committees and other meetings as required by the Executive Manager, General Manager or CEO.
- Ensure prompt and effective implementation of Council decisions and ensure that all reports are well written, researched and structured and are provided in a timely and accurate manner.
- Establish and maintain links with appropriate community groups relevant to the activities of the program area.
- Attend appropriate social engagements and community functions as required.
- Ensure the Customer First Strategy is adopted by all program areas where relevant.
- Leasing with external stakeholders and supporting community consultation activities in the development of projects including the delivery of high quality, visually compelling communications.

Compliance

- Ensure and maintain legislative compliance for City of Darwin across the property program area including but not limited to, Local Government Act and Regulations, Ministerial Guidelines, ICAC Act, Freedom of Information Act, Northern Territory Planning Act and Planning Regulations, Law of Property Act, City of Darwin By-Laws and all other relevant guidance and legislation.
- Develop, implement and maintain appropriate policies and procedures to effectively manage program areas to ensure compliance with legislative and other operating requirements.



- Oversee processes and procedures related to issuing signs permits under delegated authority and providing advice around compliance.
- Actively support internal and external auditing programs.

Strategic Planning

- Develop, support and drive key elements of the organisation's strategic planning agenda, including preparing and progressing Planning Scheme Amendments and developing innovative strategic policy.
- Lead and influence, planning outcomes as proposed by key external agencies to ensure smart, creative and enduring urban design outcomes for the City are achieved.
- Lead collaborations with inter-organisational and external delivery partners (including other levels of government) on projects of strategic importance to the City, while coordinating consultant and engagement activities to ensure program and project objectives and expectations are achieved.
- Support team to review statutory planning applications and proposals against the planning legislative and regulatory setting considering the strategies and their objectives and goals of the organisation.
- Contribute to the development and maintenance of City of Darwin's planning and permitting framework and controls to deliver sustainable built outcomes for the community.
- Develop and review plans and planning strategies, planning scheme amendment proposals and proposed amendments to statutory instruments to inform decision making in line with contemporary standards and legislative requirements.
- Develop, monitor and review policies and procedures relevant policies and strategies and ensure planning procedures and files are consistent, contemporary and maintained.

Statutory Planning and Placemaking

- Oversee the assessment of planning proposals including the preparation and review of correspondence for development applications, outdoor dining, Signs Code matters and place names applications and other planning matters.
- Ensure processes are in place to support the team to provide statutory planning services and review as required.
- Engage with community stakeholders to develop plans that reflect the needs and aspirations of residents.
- Consider data sources and collate to inform, plan for and deliver projects that respond to place and liveability needs of the Darwin communities.
- Facilitate economic growth by creating a favourable environment for businesses and residents, assessing applications for outdoor dining and commercial activities.
- Provision of planning advice to Senior Management, the public and Council.
- Resolve enquiries (sometimes complex) regarding sub-divisions, development applications and access requirements.



Team support (people and capability)

- Engage and manage consultants and contractors as required, and review performance to ensure service delivery requirements are met.
- Co-ordinate and chair project control groups associated with the delivery of the city growth and development project portfolio.
- Maintain a performance-based culture ensuring probation reviews and performance reviews are completed as due and poor performance is managed in accordance with the stipulated guidelines for all direct reports.
- Lead by example and maintain team compliance with all Human Resources policies, procedures and practices to ensure appropriate, fair and equitable people management is maintained at all times including, but not limited to:
 - Authorise fortnightly timesheets and relevant leave applications for direct reports.
 - Effectively manage employee relations issues in conjunction with Senior Management and a Human Resource Business Partner.
 - Undertake recruitment activities and onboarding activities, such as providing a thorough departmental induction, as required.
 - Proactively engage in performance management processes (i.e., probation reviews and annual performance appraisals) as required.
- Effectively manage employee relations issues within your section and seek advice from the Human Resources team as needed.
- Ensure that the accountabilities of staff are clearly defined and appropriately communicated and that systems are in place to monitor and report on performance within all areas of responsibility against agreed plans, objectives and budgetary requirements.

Workplace health and safety

- Lead by example and maintain team compliance with all Workplace Health and Safety policies, procedures and practices to ensure City of Darwin's duty of care and legislative obligations are maintained at all times including, but not limited to:-
 - Report all incidents, near misses and hazards immediately.
 - Investigate all accidents/incidents and ensure that adequate control measures are implemented to prevent reoccurrence.
 - Supervise and assist the Work Health and Safety team in the return-to-work process for all injured employees.
- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with City of Darwin's Workplace Health and Safety (WHS) policies and procedures and WH&S Management System.



Position prerequisites

- Tertiary qualifications in planning, design or relevant discipline.
- Minimum of five (5) years' experience in a professional role relevant to planning placemaking and design.
- Minimum of three (3) years' experience in an operational leadership / supervisory role.
- High level interpersonal skills, including the ability to communicate effectively (verbal, written and visual) to all levels of a multi-disciplined organisation, diverse community and complex stakeholder relations.
- Possession of a Class C Driver Licence.
- Ability to obtain a National Police Records Check.

Signed by:
A blue ink signature of Alice Percy.
F2F7CEF4AD7BBEC5

APPROVED BY: ALICE PERCY
General Manager Innovation

Date: 09/09/2024

Employee Acknowledgement

I, _____, have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____

Date: _____

