

# Nillumbik Shire Council Position Description

## Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik’s vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation’s values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

## Nillumbik’s values

- Respect 

---

- Integrity 

---

- Collaboration 

---

- Adaptability 

---

- Community 

## Our Customer First Commitments

1. Empathetic

---

2. Consistent

---

3. Effective

---

4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
<b>Empathy</b>	We listen, understand and respect our customers
<b>Consistent</b>	We provide accurate, timely and transparent information
<b>Effective</b>	We focus on quality processes and outcomes
<b>Simple</b>	Our processes, documentation and information are easy to obtain and follow

## Nillumbik Shire Council Position Description

<b>Position Title:</b>	Manager Strategic Planning, Transport and Environment
<b>Position Number:</b>	1298
<b>Classification:</b>	Senior Executive Officer
<b>Tenure:</b>	Permanent Full Time
<b>Directorate:</b>	Planning, Environment and Strategy
<b>Reports To (Title):</b>	Director Planning, Environment and Strategy
<b>PD approved by (Director Title):</b>	Director Planning, Environment and Strategy
<b>Date approved by Director:</b>	March 2025
<b>Date approved by HR:</b>	March 2025

### Leadership Framework

All leaders at Nillumbik are expected to demonstrate the capabilities and behaviours expressed in the [Nillumbik Leadership Framework](#). These are:

Being Strategic	<ul style="list-style-type: none"> <li>• Is future-orientated.</li> <li>• Adapts to, envisages, leads and manages change.</li> <li>• Takes a holistic approach and applies system thinking.</li> <li>• Can problem-solve.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Maintains a positive attitude and demonstrates self-awareness.</li> <li>• Acts with integrity.</li> <li>• Demonstrates initiative.</li> <li>• Displays emotional intelligence.</li> <li>• Is customer-centric.</li> </ul>
People and Performance	<ul style="list-style-type: none"> <li>• Motivates and empowers others.</li> <li>• Is a strong people-manager.</li> <li>• Identifies and builds talent.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Communicates effectively and works collaboratively.</li> <li>• Manages relationships with stakeholders and decision makers.</li> <li>• Influences and negotiates effectively.</li> <li>• Demonstrates political acumen.</li> </ul>
Delivers Outcomes	<ul style="list-style-type: none"> <li>• Translates strategy into actions.</li> <li>• Tracks progress and takes action.</li> <li>• Takes ownership and is accountable.</li> <li>• Makes decisions and delivers results.</li> </ul>

### 1. Position Purpose

The Strategic Planning, Transport and Environment Department forms part of Council's Planning, Environment and Strategy Directorate; together with Planning and Environmental Health, Building Services, and Economic Development and Tourism. It is focused on outstanding customer focused, effective and efficient service delivery.

The Manager Strategic Planning, Transport and Environment provides strategic leadership and guidance to develop and deliver plans and policies that advance Council's land use, transport, environmental, social, and economic goals. This role ensures proactive responses to community needs through research, analysis and advocacy. The Manager leads a high-performing team to shape Nillumbik's urban form and improve environmental outcomes, providing expert advice to the Director, CEO and Councillors. The position drives strategic initiatives, manages key projects, and ensures the Nillumbik Planning Scheme reflects Council's vision, positioning Nillumbik as a leader in sustainable practices.

## Nillumbik Shire Council Position Description

### 2. Position Objectives

The Manager Strategic Planning, Transport and Environment plays a key role in demonstrating leadership that drives the delivery of customer focused, timely and professional Strategic Land Use, Environmental and Transport Planning. This role will foster a strong culture of staff and community engagement and continuous improvement and innovation. In particular, the objectives for this position include:

- Provide strategic leadership and expert advice to the Director, CEO, Councillors and Executive team, on land use planning, transport and related strategies, plans and policies ensuring alignment with the Council Plan and Community Vision.
- Lead, manage, and empower a multidisciplinary team of approximately 25 staff to cultivate a positive and productive team culture.
- Lead and manage high-quality programs and outcomes related to land, biodiversity, sustainability and traffic and transport services.
- Drive strategic initiatives and projects, prepare reports and briefings that support effective dialogue, decision making and collaborative cross-organisational collaboration.
- Ensure successful delivery of strategic, environmental and transport projects with effective stakeholder engagement and adherence to budget and timelines.
- Maintain and improve the Nillumbik Planning Scheme, ensuring it reflects Council's land use planning policy and objectives.
- Provide leadership on environment, climate change, and sustainability matters, positioning Nillumbik as a leader in best practice.
- Develop and execute successful advocacy outcomes and represent Council on relevant advocacy groups.

### 3. Organisational Relationships

<b>Direct Reports</b>	Acting Coordinator Strategic Planning (1) Coordinator Traffic and Transport (1) Coordinator Environment and Sustainability (1) Coordinator Environment Works and Land Management (1) Project Support Officer (1)
<b>Total FTE</b>	25 (approx.)
<b>Financial Budget and Delegation</b>	\$50,000
<b>Internal Relationships</b>	CEO, Mayor and other Councillors, Executive Leadership Team, Managers and all other staff. The position is expected to work across the organisation to achieve the position objectives.
<b>External Liaisons</b>	<ul style="list-style-type: none"> <li>• State and Federal Government Agencies and Departments</li> <li>• Business and Industry Groups</li> <li>• Community &amp; Professional Interest / Advocacy Groups</li> <li>• Professional Networks</li> <li>• Municipal Association of Victoria (MAV)</li> <li>• Department of Energy, Environment, and Climate Action (DEECA)</li> <li>• Department of Transport and Planning (DTP)</li> <li>• Planning Panels Victoria</li> <li>• Heritage Victoria</li> <li>• Consultants</li> <li>• Contractors</li> <li>• Local Residential &amp; business Representatives</li> </ul>

## Nillumbik Shire Council Position Description

	<ul style="list-style-type: none"><li>• Unions</li><li>• Volunteer Groups</li></ul>
--	---

### 4. Key result areas

#### 4.1. Strategic Planning and Policy Development

- Ensure the delivery of a high functioning Strategic Planning, Urban Planning, and Urban Design function to enhance the Shire's built and natural environment and contribute to enhanced community health and wellbeing outcomes.
- Lead the development, implementation and monitor of plans, strategies and policies for the delivery of services, including the development and delivery of a pipeline of programs and initiatives, within the Unit to meet the needs of Council and the community now and into the future.
- Develop, monitor and maintain a program of research to identify strategic challenges and opportunities which could impact on the Shire and to support the implementation of new and revised land use planning policy.
- Ensure the appropriate management of the Nillumbik Planning Scheme and undertake Planning Scheme Amendments.
- Keep abreast of and provide advice on relevant government policy, legislation, service directions and trends, advocating for Nillumbik and negotiating outcomes to achieve Council's preferred policy position.

#### 4.2. Environmental Stewardship and Sustainability

- Ensure the delivery of high functioning Sustainability and Environment functions and programs comprising of biodiversity, climate action, energy and water conservation programs for Council and the Nillumbik community.
- Set the scope and expectations for environmental works and land management services comprising of; management of environmentally significant reserves and roadsides; maintenance of wetland and Water Sensitive Urban Design (WSUD) landscape elements, and delivery of programs that support environmental volunteering (e.g. Landcare and Friends of Groups).

#### 4.3. Traffic and Transport Management

- Ensure the delivery of a high functioning Traffic and Transport function to ensure traffic and transport services are delivered to the community and portfolio outcomes meet current and future community needs and expectations.
- Balance reactionary traffic and safety issues against achieving positive strategic transport outcomes.
- Oversee the implementation and monitoring of the Nillumbik Integrated Transport Strategy 2024 and associated advocacy projects.

#### 4.4. Project and Program Management

- Ensure 90% delivery of both a capital and operating projects portfolio. Manage the successful completion of projects and formulation of programs by: leading project teams; establishing appropriate levels of governance; overseeing individual projects and ensuring appropriate program management and allocation of resources to meet deadlines.

## **Nillumbik Shire Council Position Description**

- Ensure the Department is managed in accordance with, and adheres to relevant Acts, Regulations and Council policies and procedures.
- Provide sound leadership, advice, well considered strategies and recommendations across all levels of the organisation, working with the Executive and Senior Leadership Teams, internal and external partners, key stakeholders and functional teams to drive an outcome-based culture of performance.
- Lead and participate in local, State and Commonwealth forums and professional networks.
- Positively and professionally represent Nillumbik Shire Council at all times, engaging and building quality internal and external relationships.
- Keep abreast of and lead the provision of accurate and timely advice and assurance to the community, Councillors, executive team, managers, supervisors, and staff across the spectrum of integrated planning, housing, heritage, environment, environment works, sustainability, climate action urban design, and traffic and transport.
- Work collaboratively across Council to facilitate best practice urban design outcomes through the preparation and critical review of strategic plans, development plans, incorporated plans, policies, design guidelines and public realm and infrastructure projects as identified.

### **4.5. Continuous improvement**

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Working with the Director, maximise efficiency and effectiveness of the performance of the unit by developing unit level performance statistics, refining procedures and structures to provide productivity improvements, developing and pursuing strategies aimed at making the best use of contemporary technology and participating in cross Council and functional activities as required.
- Promote and encourage flexibility and efficient collaboration throughout the organisation by supporting the establishment of short-term cross functional teams to identify, analyse and address opportunities and challenges facing the organisation.

### **4.6. Relationship management**

- Establish and maintain professional relationships across Council to provide reliable and concise information and advice in a supportive and responsive manner and to implement the decisions and policies of the Council.
- Develop and maintain positive and beneficial relationships with relevant networks including those in local, state and federal government and other external organisations and bodies, as agreed with the Director.
- Promote a positive image of Council and its activities, developing and strengthening Council's relationships with all sectors of the local community, including the business community and relevant external organisations.
- Utilise key community groups, advocacy platforms and other government authorities to develop effective networks to support positive advocacy outcomes.

### **4.7. Community engagement and customer service**

- Lead the Department to actively engage and consult with its community and facilitate community input to the decision-making process by monitoring customer requirements and the quality of the unit's services to ensure responsiveness, accessibility and accountability of all services.
- Support the Director in ensuring that Council's objective of customer service excellence is reflected in the operations of the unit by developing and maintaining systems and processes to

## **Nillumbik Shire Council Position Description**

ensure responsive, timely and high-quality follow-up to enquiries, service requests and complaints from all customers.

### **4.8. People, culture, safety, health and wellbeing**

- An equal commitment to the leadership of your department and as a member of the Planning, Environment and Strategy Directorate, provide leadership and shaping the organisational culture by promoting Council's organisational vision and leading staff in a way that aligns with Council's vision, values, expectations and policies to achieve organisational outcomes.
- Work with the Director, Managers and staff in providing leadership and shaping the organisational culture by promoting Council's organisational vision and leading staff in a way that aligns with Council's vision, values, expectations and policies to achieve organisational outcomes.
- Ensure the development and review of individual performance management plans with outcomes-based objectives which align to the delivery of organisational priorities.
- Identify future talent and invest in team and individual development opportunities to build organisational capability.
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments.

### **4.9. Financial Management**

- Provide effective financial administration, undertaking preparation, management and reporting of the unit annual budget/project budgets and maximising the financial benefit of all allocations.
- Provide advice to the Director, on potential income opportunities from other sources to enable implementation of priority projects that complement the goals of Council.
- Manage and approve expenditure of funds on behalf of Council, in line with delegated authority and in compliance with Council's Procurement Policy and Procedural Guidelines.

### **4.10. Risk Management**

- Be conversant with Council's Risk Management Policy and Strategy and accountable for implementation and adherence to the policy.
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan.

## Nillumbik Shire Council Position Description

### 5. Physical Requirements

Posture	<ul style="list-style-type: none"> <li>• Sitting at a desk, work station or in meeting rooms</li> <li>• Driving a vehicle to other locations, as required</li> <li>• Standing and bending</li> <li>• Walking on uneven surfaces</li> </ul>
Upper Limb / Body	<ul style="list-style-type: none"> <li>• Lifting and lowering materials, e.g. getting materials from shelves, putting material in and out of a vehicle</li> <li>• Some handwriting</li> <li>• Some sustained neck flexion may be required when reading documents</li> </ul>
Trunk	<ul style="list-style-type: none"> <li>• Some twisting, e.g. access desk drawers, collecting water bugs from the dam</li> <li>• Carrying items, e.g. materials for the program</li> <li>• Bending below the knee</li> </ul>
Work Environment	<ul style="list-style-type: none"> <li>• Indoor air conditioned offices with carpeted floors</li> <li>• Adjustable work station</li> <li>• Adjustable chair provided</li> </ul>
Weights	<ul style="list-style-type: none"> <li>• Lifting weights up to approximately two reams of A4 paper</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Interacting with internal and external customers</li> <li>• Simultaneously talking on the telephone and writing down notes</li> <li>• Climbing of stairs between levels (shire office also has a lift available) or to get in or out of workplace.</li> </ul>

### 6. Specialist Skills, Qualifications and Experience

- Tertiary qualifications in in Town Planning, Urban Design, Public Policy or a directly related discipline and/or substantial and extensive relevant leadership experience in an area relevant to project management, business development and strategic planning.
- Substantial and extensive experience in land use planning and strategic planning with thorough knowledge and understanding of state, regional and planning strategies, the Planning and Environment Act 1987, the Victoria Planning Provisions and Local Planning Policy Frameworks.
- Substantial knowledge in relation to environment, sustainability and climate action and related legislation and regulations and best practice.
- Sound understanding of transport and traffic principles and strategic transport objectives.
- Comprehensive knowledge of the environmental service delivery in a local government setting.
- Extensive experience and success in developing and implementing strategies, plans and policy, leading strategic initiatives and projects.
- Political astuteness and substantial experience in the local government sector, particularly in the planning, strategy, policy and project fields.
- Effective negotiation, arbitration and conflict management skills with the ability to build collaborative working relationships internal and external to the organisation including a demonstrated ability to understand customer issues (staff, Councillor, customer, community, etc.) and where possible achieve mutually beneficial outcomes.
- Superior conceptual, analytical, and problem-solving skills with demonstrated ability to interpret data, analysis and trends to support evidence-based planning, design and decision making.
- A strong relationship and communications style to engage constructively with our community and key stakeholders.
- Able to successfully lead, develop and deliver organisational change programs and initiatives, through effective communication and engagement.
- Excellent people skills and able to positively influence and drive improvements in how people work to create a high performing team that supports and achieves organisational objectives including being an Employer of Choice.

## **Nillumbik Shire Council Position Description**

- Demonstrated knowledge and experience in leading and managing a complex integrated, strategic planning and urban design portfolio.
- Significant emotional intelligence and insight, with a proven ability to motivate others and maximise the organisational and community benefit derived from scarce financial and other resources.
- Apply excellent subject matter understanding, analytical and communication skills to all aspects of the Department's portfolio responsibilities.

### **7. Interpersonal Skills**

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community.
- Highly developed oral and written communication skills in the communication of complex ideas and issues with a variety of audiences and excellent interpersonal skills.
- Ability to establish a culture that motivates and supports people to achieve a high-performance level.
- Well-developed skills with a proven ability to successfully and professionally resolve conflict.
- Ability to facilitate effective communications with staff, customers and the community of sensitive issues.
- Highly developed advocacy and negotiation skills.
- A proven ability to communicate and to work cooperatively with Councilors, Staff and professionals in a wide range of disciplines within the broader community to achieve organisation outcomes and Council Objectives.

### **8. Key Selection Criteria**

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community.
- Demonstrated people management and leadership skills, with an ability to develop and execute a sound Vision and an ability to build and lead high-performing, collaborative teams.
- Sound understanding of the Victorian Planning Provisions, and proven ability to develop and implement strategic plans and policies for land use, environment and transport, aligned with legislation.
- Comprehensive understanding of principles and strategy implementation of environmental sustainability and transport principles within a local government setting.
- Strong project management skills and demonstrated success in leading complex projects and programs to successful completion, ensuring successful financial and budget management.
- Exceptional interpersonal and communication skills (including effective written communication), with sound political acumen.
- Highly developed advocacy and negotiation skills.
- A proven ability to work cooperatively with Councillors, government departments, the public, and other stakeholders to achieve Council objectives.
- A relevant tertiary qualification in Town Planning, Urban Design, Public Policy is essential with postgraduate in leadership or management preferable.

### **9. Other relevant information**

- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.

## Nillumbik Shire Council Position Description

- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- This position requires a Working with Children Check. The successful applicant must provide a copy of their WWC Check Card to Nillumbik Shire Council prior to commencement for placement on their Personnel File and notify the Department of Justice within 21 days of commencement of employment with Nillumbik Shire Council.
- This position may require applicants that reach the later stage of the recruitment and selection process to undergo pre-employment psychometric testing. If required, this testing will be organised by Nillumbik Shire Council and applicants will be advised of the process at that later stage.

### 10. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability, First Nations people and gender diverse people. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. Nillumbik Shire Council prides itself on being a child safe organisation and has zero tolerance for child abuse.

Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

### 11. Application information

To obtain any additional information regarding this position, please contact **Elli Hughan, HR Business Partner** on 03 9433 3270. Applications can be submitted online at [Nillumbik Website](#) until 10.00pm on Monday 9 June 2025. Apply now - we will be shortlisting as we receive applications and may close the advert early if the position is filled before the closing date.

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process.

If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at [hmail@nillumbik.vic.gov.au](mailto:hmail@nillumbik.vic.gov.au)