

POSITION DESCRIPTION

POSITION: Group Leader Planning and Environment	
DIRECTORATE: City Planning and Communities	GROUP: Planning and Environment
SECTION: n/a	REPORTS TO: Director City Planning and Communities
GRADE: L	EMPLOYMENT TYPE: Full Time permanent
HOURS/WEEK: 35	POSITION No.: 653
DATE: June 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

The City Planning & Communities Directorate plans for and enables a thriving, connected regional city. We lead the City's land-use, development and regulatory functions; manage cultural, library, sporting and community facilities; and curate events and programs that strengthen community identity, inclusion and economic vitality. We partner with community, industry, Traditional Owners and all levels of government to deliver sustainable growth, great places and outstanding experiences.

THE GROUP/SECTION

Our Planning and Environment Group is responsible for overseeing the growth and conservation of our City, planning for our coastal and flood prone areas, and enhancing the long term viability of our natural resources. The Group also provides development assessment, building certification, development engineering as well as regulatory and compliance services for a range of City functions.

POSITION OBJECTIVES

The Group Leader Planning and Environment works as part of the leadership team of the City of Coffs Harbour (the "City") on establishing a high performance organisation through the development of its people and processes that meets the vision and objectives of the MyCoffs Community Strategic Plan.

The role provides strategic leadership, management, and advocacy to the Planning and Environment Group as well as a strong focus on collaboration across the organisation to ensure effective delivery of organisational objectives.

SERVICES/FUNCTIONS TO MANAGE

- Protect public health, environment and animal management
- Assess development
- Certify buildings
- Place and natural resource planning

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

Strategic

- Directly responsible and accountable for the overall performance and service delivery of the Planning and Environment Group
- Lead the development and implementation of strategies and policies for the Planning and Environment Group consistent with the City's objectives
- Provide strategic leadership, which results in positive outcomes for the community
- Action the strategic direction of the City by ensuring the development of strategies, plans and programs support the sustainable achievement of the City's objectives
- Deliver high-quality outcomes on the City's adopted plans and strategies, Delivery Program and Operational Plan relating to the portfolio.

Council, Community and Government (external)

- Manage and leverage political, social and legal influences in conjunction with positive organisational culture to ensure positive outcomes for all initiatives and actions
- Submit high-quality reports on Group activities and outcomes to leadership teams and Council
- Act as the City's representative on relevant Council committees, boards, government and community bodies.

Organisational leadership (internal)

- Lead change and equip and empower team members to lead change as appropriate
- Support and enable a culture of continuous improvement
- Provide excellence in people leadership; including coaching, mentoring and development of staff, work planning, performance management, change management
- Role-model the City's values and build trust with the community, staff and stakeholders
- Regularly review the Group in accordance with its objectives and budget and where required develop and implement changes to improve efficiencies and capabilities
- Equal Employment Opportunity (EEO), Diversity and Inclusion - ensure a great people experience by championing a progressive, inclusive and safe work environment
- Safety and Wellbeing - ensure that safety culture & practices are at the forefront and that it is embedded in all aspects of the roles and scope of work within the Group.

Reporting and monitoring

- Drive the delivery of identified initiatives and actions
- Financial management, monitoring and reporting of budgets
- Monitor and regularly report on Group outcomes to the Executive Leadership Team.

Decision-making

- Provide input for the Group to the City's Delivery Program, Operational Plan and Budget
- Make decisions by consensus where possible
- Make recommendations to your Director and the Executive Leadership team as required
- Oversee performance on major projects and make adjustments as required.

Other

- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- General Manager
- Director City Planning and Communities
- Senior Leadership Team across the City
- Direct reports
- Planning and Environment Group staff
- Internal stakeholders (across all Directorates).

External

- External stakeholders
- Other Councils, Funding Bodies and Industry Associations, organisation's and networks
- Government Departments.

OTHER POSITION REQUIREMENTS

- Based on a 35-hour week, working hours are weekdays between 06:00 and 19:00, actual start and finish times to be arranged between the employee and people leader.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- In accordance with the City's Vehicle and Plant Use Procedure you may be eligible for a vehicle under Council's Leaseback provision whilst you are in this position.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrila Place, 27 Gordon Street Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary Qualifications in town planning, natural resource planning, urban planning or a related discipline
- Significant experience in a senior leadership role with experience in town planning and development, natural resource planning or related disciplines
- Current Class C Drivers Licence.

Desirable

- Postgraduate qualifications in leadership, management and/or business administration.

CAPABILITIES

- Proven capability in developing and managing high performing teams
- Proven capability in the development and delivery of long-term needs based strategic plans
- Demonstrated capacity in managing complex stakeholder relationships and partnerships across relevant industry sectors and all levels of government
- Highly developed interpersonal skills, emotional intelligence and the ability to develop strong relationships across the organisation and with external stakeholders
- Demonstrated ability to plan, prioritise and coordinate resources and workloads to produce high quality and accurate output to achieve organisational objectives
- Highly developed negotiation, problem solving and conflict resolution skills
- Sound financial management, monitoring and reporting of budgets related to all aspects of the Group
- Demonstrated experience advocating and promoting cultural services and the sector to diverse groups that increase audience awareness and appreciation
- Demonstrated passion for work in the town planning, natural resource planning, urban planning, compliance and regulation, and with the development industry
- Demonstrated experience in leading change within a complex environment, with success in producing improvements in service delivery
- Demonstrated experience in grant funding including business cases and milestone reporting
- Working knowledge of local, state and federal governments, along with the capacity to leverage a broad network to produce positive outcomes.

Other Requirements: In this role you will be required at times to work after hours or on weekends. As such, the ability to work flexible hours is an inherent requirement of the role.

Position Demands Analysis

Group Leader Planning, Environment and Compliance

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	3	Elevating arms above shoulder height	0	Climbing to access / exit excavations	0
Light work lifting 4.5 - 9.1kg	0	Extend arms for reaching	0	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	0	Balancing	0
Repetitive Lifting	0	Walking for extended periods	0	Hearing above background noise	0
Pulling Loads > 5kg	0	Walking on uneven ground	0	Depth perception	0
Pushing loads > 5kg	0	Frequent bending / stooping	0	Colour vision	0
Lifting with trunk twisting	0	Shovelling / digging	0	Fine manipulation	0
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	0	Dust Mask / Respirator	0	Reflective vest	0
Hard hat	0	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours / Mists / Fumes	0
Liquids	0			Possible exposure to sharps	0
Herbicide spraying	0			Possible exposure to Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	0	Slippery surfaces	0
Outside work	1	Operating machinery	0	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	1	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged driving periods > 2hrs	0
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	0
Noisy work areas	0	Fatigue	0	Violence / aggression from animals / wildlife	0