

APPLICANT PACK

# Executive Manager Sustainable Development

MidCoast Council



**Leading  
Roles**

People ▶ Performance ▶ Partners



**MIDCOAST**  
council

## CONTACT

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# Contents

<a href="#"><u>The Role</u></a>	3
<a href="#"><u>Salary Package Information</u></a>	9
<a href="#"><u>About MidCoast Council</u></a>	10
<a href="#"><u>Living in the Region</u></a>	12
<a href="#"><u>Recruitment Process and Timeframes</u></a>	15
<a href="#"><u>Contact</u></a>	17
<a href="#"><u>Attachment: Position Description</u></a>	

We respectfully acknowledge the Traditional Owners, the Gathang-speaking people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

The Executive Manager Sustainable Development plays a pivotal role in driving strategic initiatives aimed at enhancing housing accessibility and sustainable development within the MidCoast Council area.

Reporting directly to the Director Liveable Communities, the incumbent will oversee key projects and reports, including the Housing Barriers Report, which was prepared to streamline processes and improve housing access for residents.

This role requires the adept management of organisational challenges, particularly in addressing vacancies among technical staff while ensuring comprehensive staffing across the department.

## Organisational Performance

The Executive Manager Sustainable Development role demands flexibility and adaptability, given the diverse composition of the team and the challenges of the role and its operating context.

The Executive Manager Sustainable Development will be leading a new team, which presents an opportunity to foster cohesion, streamline development performance and improve culture.

The Director highly values a mentoring approach and will value applicants who have extensive experience in providing guidance and support to all team members.



# Strategic Contribution

As the Executive Manager you will be responsible for the sustainable development of the region and the efficient delivery of services to the community.

A key aspect of the role is the implementation of the Housing Barriers Report, a pivotal document aimed at enhancing processes within the Council to improve housing delivery for current and future residents of the MidCoast Council area.

Building and establishing a new team within the organisation is another key responsibility including the recruitment and development of new and existing staff.

MidCoast Council is in the Top 10 NSW Councils for the receipt and processing of development applications and the department's key responsibility is to manage the development assessment process. The Executive Manager's role will be to seek efficiencies in this process, refine workflows and improve the team's output while managing a complex legislative and planning environment.

Fostering community engagement, collaboration and involvement with a very broad group of stakeholders will also be critical to the success in this role.



# Key Responsibilities

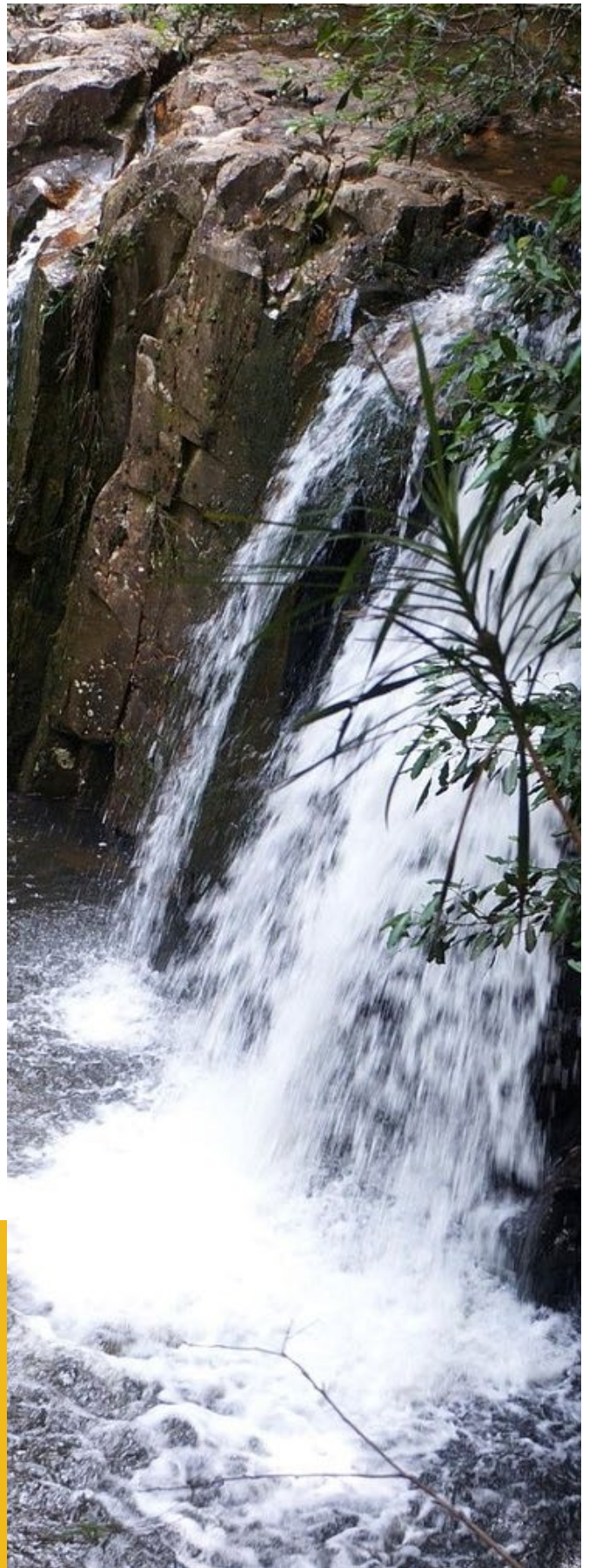
- Oversee the development and implementation of strategic initiatives, with a focus on improving housing delivery and sustainable development within the Council area.
- Manage the implementation of the Housing Barriers Report, which identifies key areas for improvement and actionable recommendations.
- Address organisational challenges, including managing technical staff vacancies to ensure optimal staffing levels to support departmental objectives.
- Lead the management of development application processing, seeking efficiencies to enhance the output of the team.
- Navigate the complexities of legislative and planning frameworks, ensuring compliance and adherence to regulatory requirements.
- Foster community engagement and collaboration with stakeholders, cultivating partnerships to support sustainable development initiatives.
- Represent the Council in meetings, forums and public consultations, advocating for policies and strategies that promote sustainable development and housing accessibility.

# Opportunities & Challenges

The Executive Manager Sustainable Development is a newly established position, that presents a unique opportunity to shape the direction of a new team. This includes improving the systems and behaviours that drive efficiency and improved customer services for the residents, customers and the development community in the MidCoast Council local government area.

The role also involves the implementation of streamlined processes and procedures, aiming to optimise the team's effectiveness in pursuing sustainable development goals.

The Executive Manager will have a significant impact on shaping the team, its culture, dynamics and ultimately, its success in advancing sustainable development initiatives.





## Workforce Leadership

The Executive Manager Sustainable Development has five direct reports including:

- Manager Customer Experience
- Manager Environmental Health and Regulatory Services
- Manager Development Assessment and Building Certification
- Manager Natural Systems
- Co-ordinator Development Engineering.

Council is seeking a people focused leader to further develop the team while building an engaged and service orientated culture.

## Technical Capabilities

The ideal candidate for the Executive Manager – Sustainable Development role would possess high-level analytical and conceptual skills. They would also excel in innovative problem-solving and demonstrate a proactive attitude.



## Personal Attributes

The ideal candidate for the Executive Manager Sustainable Development position should possess strong leadership and team development skills, high-level communication skills (both written and verbal), and well-developed interpersonal skills.

A “can-do” mindset that is focused on customer service, team development and creating short and long-term benefits for the community of the MidCoast Council local government area.

## Qualifications & Skills

- Bachelor’s degree in Urban and Regional Town Planning, Building Surveying or another relevant discipline.
- Extensive experience in a similar position at Management level.





## Salary Package Information

Working with MidCoast Council enables you to enjoy a great career and live on the beautiful MidCoast of New South Wales. MidCoast Council supports its employees to have a work-life balance and has a variety of ways to provide flexibility, through varied start and finish times, part-time work arrangements and hybrid arrangements where suitable.

Further benefits of this role include:

- Base salary of \$150,870 - \$182,020 + Super
- Vehicle Allowance \$12,000
- Relocation Assistance as per Council policy
- Above Award Parental Leave provisions
- Generous leave entitlements
- A modern office that provides a variety of work settings supported by the right technology
- Flexible work options, including a hybrid model of working from home and the office by negotiation
- Ongoing personal and professional development programs
- Study assistance and study leave
- Journey to work cover

Life in the MidCoast region of New South Wales blends coastal living with country living. With beaches, small towns and hinterlands, local residents are able to enjoy a relaxed outdoor lifestyle, offering an excellent work life balance.



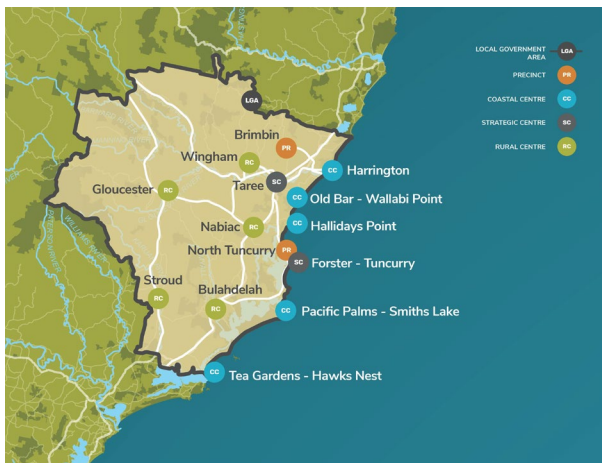
# MIDCOAST council

## About Council

MidCoast Council is home to the World Heritage Listed “Gondwana Rainforests” in Barrington Tops National Park.

MidCoast Council, established on 12 May 2016 through the merger of Gloucester Shire, Great Lakes and City of Greater Taree Councils, is a relatively young and evolving local government area on the Mid North coast of New South Wales. Spanning 10,000 square kilometers, the Council encompasses 97,000 residents across 195 towns, villages and localities.

Located 320 kilometres north of the Sydney CBD, MidCoast is bordered by Walcha Council and Port-Macquarie Hastings Council to the north, the Tasman Sea to the east, Port Stephens and Port Stephens Council to the south, and Dungog Shire and Upper Hunter Shire to the west.



The region boasts 192 km of coastline, 3,607 km of roads, 657 bridges, eight protected Aboriginal places, 58 national parks and reserves and a World Heritage Listed area.

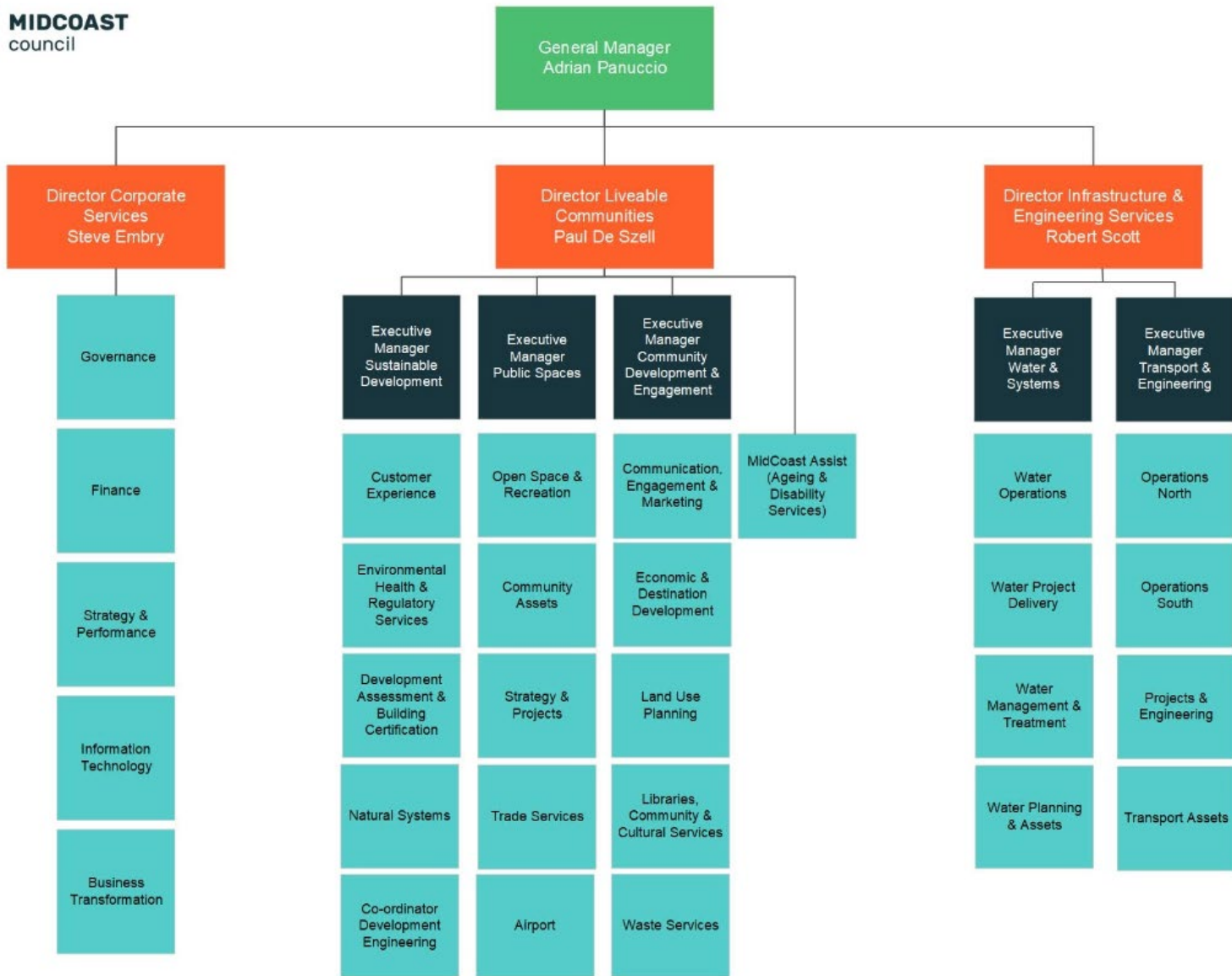
MidCoast Council is actively fulfilling its commitment to the community, guided by the 2022-2032 Community Strategic Plan. This plan prioritises unique and culturally rich communities, connectivity, environmental stewardship, a thriving economy and strong leadership.

In Local Government elections held every four years, 11 Councillors are elected and they, in turn, select the Mayor. This democratic process ensures community representation and effective leadership for the evolving MidCoast region.

### Links to Council Information



# Organisational Structure





# Living in the Region



## Housing

Housing in the MidCoast Council region caters to diverse lifestyles, ranging from coastal communities to serene hinterlands. Whether you prefer the relaxed coastal ambience of Forster-Tuncurry or the amenities of Taree's service hub, the region offers a mix of contemporary and rural residences. With options for first-time buyers and those seeking a variety of living experiences, the housing landscape aligns with the distinct character of the MidCoast.



## Educational Facilities

With approximately 19 public and private schools catering to primary and secondary education, families have a range of options for their children's academic journey. Taree, a service hub, is home to campuses of the University of New England and the University of Newcastle as well as Taree Universities Campus offering higher education opportunities within the region. Additionally, TAFE campuses in Taree, Tuncurry and Wauchope provide vocational training options, ensuring that individuals seeking specialised skills have convenient access to educational facilities.



## Healthcare

The MidCoast Council region is equipped with a local public hospital in Taree, the Manning Base Hospital as well as private hospitals in Taree and Forster which provide comprehensive healthcare services to residents. Additionally, the region features various medical centres, private health facilities, dental practices and aged care facilities. This collective network ensures that residents have access to a range of healthcare options, promoting a healthy and thriving community in the MidCoast Council region.



# Living in the Region



## Shopping & Dining

The MidCoast Council region offers diverse and vibrant shopping and dining facilities. Taree, being a service hub, features shopping centres that cater to a variety of needs. Residents can explore everything from major shopping outlets to quaint boutiques and art galleries. Dining options are equally diverse, ranging from local cafes and fast-food establishments to exquisite restaurants. The region's culinary scene celebrates fresh local produce, ensuring a delightful array of flavours for residents and visitors alike.



## Sports & Recreation

Sport and recreation thrive in the MidCoast Council region, offering a wide variety of activities for residents. The region is home to numerous sporting clubs, encompassing a range of interests from rugby league and basketball to little athletics, swimming, tennis and golf. For those who prefer the outdoors, the region boasts an abundance of parks, including national parks like Barrington Tops, Woko and Tapin Tops, inviting exploration and leisure. Residents can also enjoy the pristine coastal environment, engaging in water activities such as fishing or simply unwinding on the picturesque beaches.



## Getting Around

The closest capital city to the MidCoast Council region is Sydney, which is approximately 320 kilometres south of Taree, one of the central hubs in the MidCoast area. Taree Regional Airport serves as the central airport to the region, providing essential air connectivity. For those who prefer road travel, the region is easily accessible via major highways, including the Pacific Highway. With a well-maintained road network and convenient air travel options, navigating the MidCoast Council region is both efficient and enjoyable.



# Working for MidCoast Council

# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



## Selection Criteria

- Demonstrated experience in leading and inspiring teams, fostering a culture of innovation, collaboration and accountability.
- Demonstrated experience in developing and implementing strategic plans and initiatives.
- Excellent interpersonal and communication skills, with the ability to engage and influence a diverse range of stakeholders.
- Strong analytical and problem-solving skills, with the ability to identify challenges, develop innovative solutions and drive continuous improvement in sustainable development practices.
- Bachelor's degree in Urban and Regional Town Planning, Building Surveying or another relevant discipline and relevant management level experience.



# Application for Assessment, Shortlisting and Interviews

Leading Roles and MidCoast Council will determine a shortlist of suitable applicants and will arrange interviews with the Council's interview panel, depending on applicant and Council staff availability.

The Council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the Council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

## **Privacy Information**

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.





# Angie Simmonds

## Principal Talent Consultant



### CONTACT

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Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.



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ATTACHMENT

# Position Description

# Position description

## Executive Manager - Sustainable Development

Division:	<b>Liveable Communities</b>
Group:	<b>Sustainable Development</b>
Reports to:	<b>Director Liveable Communities</b>
Number of direct reports:	<b>5</b>
Location:	<b>Yalawanyi Ganya</b>
Employment status:	<b>Permanent Full Time</b>
Grade:	<b>16</b>
Date approved:	<b>November 2023</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### The Liveable Communities Division

The purpose of the division is to create liveable communities where the natural environment is preserved and enhanced, there is safety and security, there are affordable and appropriate housing and transportation options, a strong economy and supportive community features and services.

Once in place, these resources will enhance the liveability of our region for all residents, including those of varying abilities to live independent and meaningful lives by engaging in the communities civic, environmental, economic and social fabric.

### Position Overview

Reporting to the Director Liveable Communities, the Executive Manager Sustainable Development will lead the Sustainable Development Group (the Group) and a 135 strong workforce responsible for the delivery of the community's priorities as identified in the Community Strategic Plan.

The Executive Manager has responsibility for the following functions:

- Customer Experience;
- Development Assessment and Building Certification.
- Environmental Health and Regulatory Services.
- Natural Systems; and
- Development Engineering.

The Executive Manager is a member of the senior 'Leadership Team' and is also a member of the Extended Management Executive (MANEX) Team.

## The Sustainable Development Group

The purpose of the Sustainable Development group is to deliver timely, accurate and trusted services with a 'can do' approach. It is also to increase awareness and build constructive relationships and trust within our community by delivering services that support Council in its commitment to providing a safe, healthy and sustainable built environment. This purpose is achieved by the following teams:

**Customer Experience** delivers services that support Council in its commitment to communicate and engage in a way that encourages an open, transparent relationship with the community. The team is responsible for frontline conversations with our community every day and is committed to providing reliable services that are accurate, accountable and responsive to customer needs.

**Development Assessment and Building Certification** drives the delivery of Council's development assessment and building certification services to ensure it consistently delivers on the outcomes in Council's operational and strategic plans for our community. The team is customer driven and outcome focused, consisting of highly qualified professionals accredited with the NSW Building Professionals Board. The team also applies the regulatory framework for major land use in the MidCoast Local Government Area. The work undertaken is an important indicator of the state of the local economy. The fundamental work of the department is to make the MidCoast a better place to live.

**Environmental Health and Regulatory Services** provides regulated services to the community in order to provide a safe, healthy and sustainable built environment. The team works in collaboration with the community to ensure that they are not adversely affected by factors that can potentially impact on human health and safety. The team has broad authority and the ability to regulate activities that may have a detrimental effect on the health of the environment and safety of the community. This position combines expertise in environmental health, public health, and regulatory compliance to address and prevent environmental hazards, protect public health, promote sustainable practices and contribute to the safety and accessibility of our public spaces.

**Natural Systems** is responsible for the protection and management of the natural environment. Overseeing the management of the environmental levy, the open coast and estuaries, part of the stormwater management levy, weeds biosecurity and several significant catchments. The team develops and maintains partnerships with landholders, industry, agencies and the community to co-ordinate the efficient delivery of landscape scale improvements across the MidCoast. The team also develops organisation capacity in environmental management and sustainability to ensure Council is meeting community expectations and is setting the example by leading proactively.

**Development Engineering** is responsible for the management of engineering and public infrastructure matters relating to development applications and consents. With an emphasis on excelling in customer service the team is accountable for establishing and ensuring

compliance with Council's standards, specifications and infrastructure related conditions of development consent. The team minimises negative development related impacts on infrastructure users and asset life cycles and provides development referrals to achieve Council's development assessment response timelines. The team also develops partnerships across Council and collaborates in solving problems and developing solutions.

## Key Accountabilities & Duties

### Strategic Responsibilities

- To lead the development and implementation of strategy and policy for the Sustainable Development Group consistent with Council's objectives.
- To provide strategic leadership which results in the best outcomes for the community;
- Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives
- Apply your high-level understanding of political, social and legal influences in conjunction with positive organisational culture to all initiatives and actions
- Role model collaborative behaviours and support leadership across Council divisions which support the development of a positive culture capable of successfully delivering organisational outcomes.
- Provide best practice and timely advice to the Management Executive team.

### Specific Responsibilities

- Delivery of the recommendations and actions outlined in the MidCoast Council Housing Barriers Report.
- Strategic management of the Group including people management and financial management.
- Leading the implementation of effective Integrated Planning and Reporting (IP&R) across the Group
- Providing leadership, support and direction to the Group including coaching and staff development, work planning, performance management, change management and staff recruitment.
- Supporting and enabling a culture of continuous improvement.
- Constructively contribute as a member of the Leadership team
- Constructively contribute as a member of the Extended MANEX team in accordance with the Extended MANEX Charter.
- Developing and maintaining constructive relationships and partnerships with: Council staff and Government departments ensuring the achievement of strategic and operational objectives.
- Ensuring compliance with relevant legislation and statutory requirements.
- Leading the development of effective Integrated Planning & Reporting across the group, ensuring the delivery of best practice guidelines.
- Delivery of high-quality services through the effective implementation of the Group's four-year Delivery Program.
- Monitoring and reporting performance across the Group against adopted standards and proactively championing better performance.

- Providing high level reporting to Council, the General Manager and the Management Executive team to ensure the Council's strategic capability and intent are effectively developed, implemented, monitored and reviewed in consultation with key stakeholders.
- Providing input into the determination of resources for the Group.
- Ensure service delivery to the community is of a high standard and supports the achievement of corporate objectives.
- Act as Council's representative on relevant Council committees, government and community bodies and in courts.
- Work Health & Safety - provide leadership in the areas of WHS and wellbeing and exercise due diligence as an officer of MidCoast Council.
- Equal Employment Opportunity (EEO), Diversity and Inclusion - ensure a great people experience by championing a progressive, inclusive and safe working environment.
- Delegations -All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

### Essential Requirements






1. Bachelor's Degree in Urban and Regional Town Planning or a discipline relevant to the role.
2. Extensive industry experience at a senior level.
3. Demonstrated knowledge of the professional and legislative requirements within the scope of the role.
4. Proven past performance with:
  - Developing and managing high performing teams
  - Development and delivery of long-term strategies for service delivery, asset management and/or community benefit
  - Managing complex groups of stakeholders and communicating effectively
5. High level analytical and conceptual skills with the ability to positively influence outcomes
6. Demonstrated well developed interpersonal skills, emotional intelligence and the ability to develop strong relationships across the organisation and with key internal and external stakeholders.
7. Demonstrated ability to prioritise workloads in order to produce high quality and accurate output to meet organisational deadlines and business planning needs and statutory requirements.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence.

### Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Advanced</b>
	<b>Community and Customer Focus</b>	<b>Highly Advanced</b>
	Work Collaboratively	Advanced
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 <b>Results</b>	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	<b>Create and Innovate</b>	<b>Advanced</b>
	<b>Deliver Results</b>	<b>Advanced</b>
 <b>Resources</b>	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept
 <b>Workforce Leadership</b>	<b>Manage and Develop People</b>	<b>Advanced</b>
	<b>Inspire Direction and Purpose</b>	<b>Advanced</b>
	Optimise Workforce Contribution	Advanced
	<b>Lead and Manage Change</b>	<b>Advanced</b>

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.



I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

### HR USE ONLY

Is a Working with Children Check required for this position?

Yes  No

Is a criminal record check required for this position?

Yes  No