



APPLICANT PACK

Director City Planning

Maitland City Council



RECRUITING FOR:



CONTACT

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Message

from the General Manager



Hear directly from Jeff Smith, General Manager of Maitland City Council, sharing his perspective on Council's vision, current priorities, and what makes this an exciting opportunity.



**Watch the Video
Message from the
General Manager**
(Click to open)

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We acknowledge the Wonnarua People as the Traditional Owners and Custodians of the land within the Maitland Local Government Area. Council pays respect to all Aboriginal Elders, past, present and future with a spiritual connection to these lands.





About the Opportunity

Maitland City Council is seeking an accomplished, values-driven executive to lead its City Planning directorate through a time of accelerated growth, increasing complexity and organisational renewal. As a key member of the Executive Leadership Team, the Director City Planning will help shape the city's long-term development and contribute to the broader strategic direction of Council.

Reporting directly to the General Manager, this critical role oversees a diverse portfolio that includes strategic and statutory planning, infrastructure planning, environmental sustainability and health, waste, heritage, compliance and economic development. The successful candidate will bring a combination of technical depth, executive presence and a collaborative mindset to drive high performance, cultural maturity and alignment with Maitland's vision for a connected city with thriving communities.



Strategic & Community Context

Maitland is one of the fastest-growing regional cities in New South Wales. With a projected 50% population increase by 2041, the city is undergoing sustained residential expansion and urban transformation. This growth trajectory places significant pressure on the city's planning frameworks and regulatory functions, requiring a confident and capable executive to balance development demands with amenity, inclusion and environmental sustainability.

The city's Community Strategic Plan emphasises a "connected city with thriving communities," reflecting strong community expectations around neighbourhood character, transport connections and quality of life. As the growth continues, the city's demographic profile is shifting - attracting younger families and new residents while maintaining strong ties to its heritage and rural identity. The new Director City Planning will be pivotal in shaping this evolution.



The Role

The Director City Planning leads approximately 150 staff across multiple business units, including:

- Strategic Planning and Statutory Planning
- Development and Building
- Environmental Management and Floodplain Management
- Waste Management
- Heritage and Compliance
- Economic Development

The role is responsible for both the strategic direction and operational delivery of these services. It requires whole-of-organisation thinking, strong leadership of multidisciplinary teams and an ability to partner across Council to align planning outcomes with infrastructure, community engagement and place-making.

Key accountabilities include:

- Preparing and implementing land use and contribution plans (LEPs, DCPs, Developer Contributions Plans).
- Driving efficiency and responsiveness in development approvals and regulatory functions.
- Managing programs related to environmental health, pollution control and heritage preservation.
- Contributing to the planning of recreation facilities and community infrastructure.
- Supporting economic development through strategic planning.
- Representing Council in community forums, media engagement and industry collaboration.



The Leadership Opportunity

Maitland City Council is undertaking a deliberate and sustained investment in leadership development across the organisation. As Council modernises its systems, processes and internal culture, there is a growing expectation that senior leaders will contribute well beyond technical expertise.

This role represents an opportunity for a planning executive to bring a higher level of strategic leadership, cross-functional collaboration and cultural alignment to a key directorate. The successful candidate will model constructive leadership behaviours and actively contribute to building a resilient, values-led, high-performing workplace.

The City Planning team comprises a group of skilled technical professionals who are motivated to deliver, but who will benefit from a leader who can offer coaching, honest feedback and direction. The Director will play a crucial role in lifting performance, strengthening cohesion and aligning the team with broader organisational priorities.

Internal & External Relationships

Externally, the Director is a key point of contact for the development community, industry consultants and NSW Government agencies. Maitland has a long-established planning sector presence, and strong relationships with stakeholders are vital to navigating complex growth issues. The role requires political acumen, clarity in communication and the confidence to uphold planning principles while building trust with industry.

Internally, the Director is expected to form open and constructive relationships with elected Councillors. Council values high-quality professional advice and a transparent, informed approach to decision-making. The General Manager expects directors to take the lead in communicating technical matters to elected members, helping build confidence and mutual respect.

The Director will also collaborate across the executive team, working as part of a cohesive and strategically focused executive group is essential to the organisation's continued evolution.



Success Profile

This role requires a blend of strategic thinking, technical credibility and executive maturity. Candidates must be capable of driving reform while enabling and developing their teams through trust, feedback and performance leadership.

Using the McKinsey framework on the mindsets and practices of high-performing executives, the successful candidate will demonstrate:

- **Strategic Leadership:** Ability to reframe and define planning success in line with long-term city-shaping goals; not just growth management but creating places of value and belonging.
- **Organisational Alignment:** A track record of matching talent to value, leading high-performing teams and embedding a strong, constructive culture.
- **Team and Processes:** Confidence in managing group dynamics and improving executive function within a large team; the courage to address underperformance.
- **External Stakeholder Engagement:** Skills to navigate stakeholder complexity with diplomacy and resolve, including the development industry, government agencies and community groups.
- **Internal Stakeholder Engagement:** A calm, articulate presence capable of working closely with elected members and communicating the logic behind planning decisions.
- **Personal Attributes:** Integrity, self-awareness and the ability to model humility, curiosity and emotional intelligence in a demanding leadership environment .



Application Response Criteria

Essential:

- Degree qualifications in Planning, Management or a related field, or a combination of qualifications and experience.
- Extensive experience across strategic, statutory and operational planning functions, including development, community infrastructure, compliance and environmental regulation.
- Demonstrated ability to lead multidisciplinary teams and deliver performance outcomes in complex service areas.
- Excellent stakeholder management and communication skills across community, government and industry.
- Proven track record in contributing to whole-of-organisation leadership and strategic thinking.

Desirable:

- Postgraduate qualifications in Management, Governance or Organisational Leadership.
- Knowledge of NSW planning legislation, systems and governance structures.

Note: 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.



Remuneration and Conditions

Joining Maitland City Council means becoming part of a collaborative, innovative and community-focused organisation that values professionalism, integrity and service. The successful candidate will be welcomed into a supportive and thriving environment, where contributions are recognised and employee wellbeing is a priority.

The position offers a Total Remuneration Package (TRP) of approximately **\$315,000 to \$340,000** (inclusive of a vehicle allowance), negotiable depending on experience and capability. Maitland City Council supports flexible working arrangements and may offer relocation assistance to attract the right candidate.

Further benefits of the role include:

- Competitive remuneration and nine weeks of paid parental leave in addition to the Federal Government Paid Parental Leave Scheme.
- Access to the Healthy Employee Program, Fitness Passport and Health and Wellbeing days.
- Long service leave available after five years of continuous service.
- Career development support through educational and professional sponsorship programs.
- Recognition of long-serving employees and a strong focus on internal career pathways.
- Free, confidential counselling services through the Employee Assistance Program (EAP).

Maitland City Council is committed to providing a positive and inclusive workplace where employees are supported to thrive and grow their careers.



About Maitland

Located in the heart of the Hunter Region, Maitland is a vibrant and growing city that offers the ideal blend of regional lifestyle and urban convenience. With a current population of over 95,000 and projections to grow by approximately 50% by 2041, Maitland is one of the fastest-growing regional cities in New South Wales. This trajectory places it at the centre of planning, infrastructure and liveability conversations within the broader Hunter context.

Maitland is known for its rich heritage, thriving cultural scene and strong sense of identity. The city's historic town centres, picturesque streetscapes and heritage conservation areas reflect its colonial and agricultural past, while its emerging communities in new release areas represent the next chapter in the city's evolution. This diversity of both place and people contributes to a unique community character that Council is committed to preserving and enhancing.

Families are increasingly drawn to Maitland for its housing affordability, excellent schools and community-focused environment. The city has the youngest median age of any local government area in the Hunter, underscoring its appeal to young families and first-home buyers. Maitland offers a welcoming, inclusive lifestyle with an expanding array of cafes, restaurants, recreational facilities, events and services.

Maitland's location is another key advantage. It is just 30 minutes from Newcastle CBD and the coast, under two hours to Sydney by road or rail, and within easy reach of major employment hubs including the Upper Hunter coalfields, defence and energy sectors and regional industrial precincts. The city's strategic position allows residents to enjoy the best of both worlds, access to metropolitan opportunities while living in a relaxed, well-connected regional community.

Council plays an active role in shaping Maitland's visitor economy, with tourism, events and place activation forming a growing part of the city's economic development strategy. Maitland hosts a year-round calendar of events that attract regional visitation and contribute to the city's identity as a culturally rich and family-friendly destination.

For prospective candidates, Maitland offers not only a compelling professional challenge, but also a desirable lifestyle proposition. Whether you choose to live locally or commute from surrounding areas such as Newcastle, Lake Macquarie or the Hunter Valley, the region provides a range of living environments from semi-rural acreage to urban apartments and family-friendly neighbourhoods. With a strong sense of place, an engaged and optimistic community and a Council committed to thoughtful growth, Maitland represents one of the most exciting leadership contexts in regional NSW.



About Council

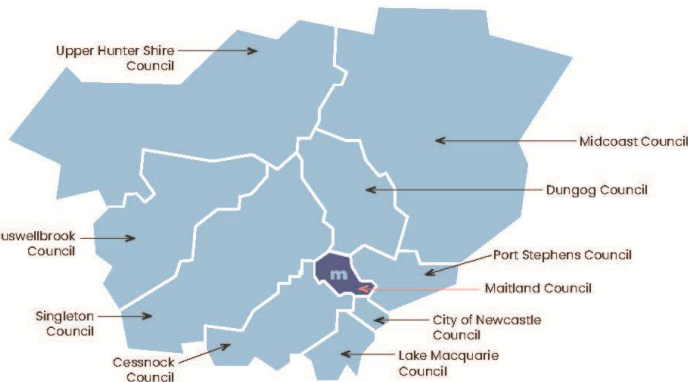
Maitland is one of NSW’s fastest-growing regional centres, combining a strong historical foundation with strategic growth and development. Its affordable housing, established infrastructure and proximity to Newcastle offer a practical yet vibrant environment for professionals and leaders seeking to contribute to a dynamic regional community in the Hunter Valley.

Maitland City Council governs the thriving regional centre situated approximately 35 kilometers northwest of Newcastle, in New South Wales’ renowned Hunter Region. With a population of around 95,000 residents spread across 390 square kilometres, Maitland offers a unique blend of historic urban precincts, suburban living and rural surroundings.

The Maitland local government area encompasses the city itself as well as a range of surrounding suburbs and communities including East Maitland, Rutherford, Lorn and Thornton. Each area contributes to the city’s diverse and evolving character. With its strategic location along the Hunter and Paterson Rivers, Maitland is experiencing significant growth, supported by ongoing residential and commercial development. While the city embraces modern expansion, it continues to value and integrate its agricultural roots and natural assets.

Agriculture remains an important pillar of the local economy, alongside growing sectors such as manufacturing, retail and tourism. Maitland’s heritage precincts, local events and natural attractions draw visitors year-round, supporting a vibrant community life.

Maitland City Council is governed by 13 councillors, including a Mayor, who together represent the diverse interests of the community. The council employs around 600 staff across a range of services including community development, infrastructure maintenance, environmental management and customer service. The council supports sustainable growth while preserving heritage, promoting liveability, economic development and environmental care.



Links to Council Information





Corporate Plan Summary

Maitland City Council's strategic direction, as outlined in the 2025–2029 Delivery Program. This plan aligns with the community's vision articulated in Maitland's Future, focusing on building a connected city with thriving communities.

Vision and Strategic Pillars:

Maitland City Council's Delivery Program 2025-2029 reflects the community's priorities and objectives, guided by a shared vision with the community and four key focus areas aligned with "Maitland's Future" the Community Strategic Plan.

Vision:

"A connected city with thriving communities."

Focus Areas:

1. **Liveable Maitland:** Aims to foster strong connections, great places to live and efficient mobility enhancing how we connect with people and place. The key priorities include great neighbourhoods and integrated movement.
2. **Sustainable Maitland:** Focused on working together to commit to environmental stewardship and community resilience, centred around strong connections to nature and ensuring our communities thrive. The key priorities include valuing our natural environment and sustainable and resilient communities.
3. **Vibrant Maitland:** Working together to create opportunities for growth, connection and participation, shaping a city where people belong and thrive. The key priorities include a diverse local economy, a welcoming community and City shaping partnerships.

4. **Achieving Together:** Encompasses trusted services, an engaged workforce and a resilient future. This focus area aims to foster a culture built on trust, empowering an engaged workforce that embraces change.

Key Initiatives:

- **Environmental Sustainability Strategy:** Implementation of measures to promote environmental stewardship and resilience.
- **Destination Management Plan:** Advancement of strategies to enhance tourism and local attractions.
- **Economic Development Strategy:** Outlines a 10-year roadmap to support a vibrant, resilient economy.
- **Local Housing Strategy:** Execution of plans to address housing needs and support population growth.
- **Rural Lands Strategy:** Development guided by a framework to manage and protect rural areas.
- **Digital and Customer Experience Strategy:** Enhancement of services through digital transformation and improved customer

Maitland continues to be one of Australia's fastest-growing inland cities, with an annual growth rate consistently exceeding 2.4%.

Watch this short video ["Maitland's Future"](#)

Source: [Delivery Program 2025-2029](#)



Economic Development Strategy Summary

Maitland City Council's draft Economic Development Strategy outlines a 10-year roadmap to enhance economic viability, liveability and growth. Developed through extensive engagement with local businesses, residents and stakeholders, the strategy focuses on four key priorities:

Strategic Priorities:

- **People:** Investing in workforce development and community wellbeing.
- **Place:** Enhancing infrastructure and preserving green spaces.
- **Prosperity:** Fostering a resilient and self-sustaining economy.
- **Partnerships:** Collaborating with stakeholders to drive sustainable growth.

Key Initiatives and Actions:

- **Workforce Development Programs:** Implementing training and education initiatives to equip residents with skills for emerging industries.
- **Infrastructure Projects:** Investing in transportation, digital connectivity and public amenities to support business and community needs.
- **Business Support Services:** Providing resources and assistance to local entrepreneurs and small businesses.
- **Collaborative Partnerships:** Engaging with regional organisations, educational institutions and industry groups to foster innovation and economic resilience.

The strategy aims to position Maitland as a vibrant, resilient economy, ready to adapt to technological advancements, climate change and other global shifts.

Source: [*Draft Economic Development Strategy \(2025-2035\)*](#)



Organisational Culture

Maitland City Council fosters a culture of collaboration, innovation and community engagement. The Council's Workforce Management Strategy outlines key actions to ensure an engaged, capable and adaptable workforce over the next four years.

Key elements of the organisational culture include:

- **Employee Engagement:** Promoting a supportive work environment that values staff contributions and professional growth.
- **Innovation:** Encouraging creative solutions and continuous improvement in service delivery.
- **Community Focus:** Aligning organisational goals with community needs and expectations.

These cultural attributes are integral to delivering quality services and achieving the Council's strategic objectives.

Maitland City Council's Guiding Principles

The following Guiding Principles have been adopted by Maitland City Council to support its transformation and ensure a consistent, customer-focused approach across the organisation. These principles reflect the behaviours and mindsets that guide how staff work together and with the community, reinforcing the Council's commitment to delivering positive outcomes and excellent service.



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.



Community Satisfaction Survey Results

Maitland City Council's 2024 Community Satisfaction Survey engaged a representative cross-section of residents through phone surveys and focus groups, providing valuable insights into community perceptions and priorities. The findings highlight areas of strength and opportunities for improvement, informing Council's strategic planning and service delivery.

Overall Community Sentiment

- **Quality of Life:** 90% of residents rated their quality of life in Maitland as 'good' to 'excellent', reflecting a strong sense of community wellbeing.
- **Council Performance:** 86% of residents expressed satisfaction with Council's performance over the previous 12 months, indicating a positive perception of Council's efforts and initiatives.

Top Community Priorities

The survey identified key areas that residents consider most important:

- **Planning for Population Growth:** Residents emphasized the need for effective long-term planning to accommodate Maitland's rapid population growth, including infrastructure development and service provision.
- **Communication and Engagement:** Satisfaction with Council's communication was highlighted as a significant factor influencing overall satisfaction, underscoring the importance of transparent and responsive engagement with the community.
- **Access to Diverse Housing Options:** The availability of varied and affordable housing was a prominent concern, reflecting the community's desire for inclusive and sustainable development.

Valued Community Attributes

Residents expressed appreciation for several aspects of living in Maitland:

- **Convenient Location:** Maitland's proximity to major urban centers and natural attractions enhances its appeal as a place to live and work.
- **Rural Character:** The city's blend of urban amenities and rural charm contributes to its unique identity and lifestyle offerings.
- **Quality Services and Facilities:** High satisfaction levels were reported for facilities such as the Maitland Regional Sports Complex and Maitland Libraries, indicating strong community support for these services.

Service Satisfaction Highlights

The survey assessed satisfaction across various Council services:

- **High Satisfaction Areas:** Facilities like the Maitland Regional Sports Complex and Maitland Libraries received top satisfaction scores, reflecting their importance to the community.
- **Areas for Improvement:** While overall satisfaction was high, residents identified opportunities for enhancement in areas such as road maintenance and traffic management, aligning with previous survey findings.

Sources:

- [Delivering Maitland's Future](#)
- [2024 Community Satisfaction Fact Sheet](#)



Living in the Region



Housing

Maitland offers a broad mix of housing options that suit a variety of lifestyles. Character homes and established properties can be found in central suburbs such as Lorn, East Maitland and Bolwarra, offering leafy streetscapes and proximity to schools, parks and services. Newer residential developments in suburbs like Thornton, Aberglasslyn, Chisholm and Gillieston Heights provide modern housing with access to retail centres and transport links. For those seeking a more rural lifestyle, surrounding areas such as Louth Park and Woodville offer larger blocks and semi-rural living, while still remaining within easy reach of Maitland's services and Newcastle. This range of living environments gives relocating professionals flexibility in choosing a home that meets both personal and professional needs.



Educational Facilities

Maitland provides a strong range of educational options, with over 20 primary schools and several well-regarded high schools including Maitland Grossmann High School and All Saints College. The local TAFE NSW campus offers vocational and technical training across key industries. For tertiary education, the University of Newcastle is within commuting distance and offers a broad selection of undergraduate and postgraduate programs, supporting professional development and lifelong learning.



Healthcare

Maitland is well-supported by a comprehensive range of healthcare services. The Maitland Hospital, a modern facility located at Metford, provides emergency care, surgery, maternity, rehabilitation and specialist outpatient services, serving as a major hub for the Lower Hunter region. Maitland Private Hospital also offers a range of specialist medical and surgical services, enhancing the availability of quality care within the city. In addition, Maitland is home to numerous general practices, medical centres, and allied health providers, including physiotherapy, dental and mental health services. Nearby private hospitals and specialist clinics in Newcastle further expand access to care, ensuring residents benefit from a high standard of health support across all life stages.



Living in the Region



Shopping & Dining

Maitland provides a range of retail options catering to everyday needs as well as specialty shopping. Major centres such as Maitland Central and Stockland Green Hills house supermarkets, fashion retailers and essential services, supporting local convenience. The city's dining scene is varied, with numerous cafes, bistros and restaurants offering a selection of cuisines that reflect both local produce and multicultural influences. While not a large metropolitan centre, Maitland balances access to amenities with a relaxed regional atmosphere, and residents often complement their shopping and dining experiences with trips to nearby Newcastle or the Hunter Valley.



Sports & Recreation

Maitland offers a variety of recreational opportunities that contribute to an active community lifestyle. Local parks like Maitland Park provide facilities for sports including netball, rugby league and hockey, supported by active community clubs such as the Maitland Saints and Maitland Pickers. Outdoor enthusiasts benefit from access to walking trails and open green spaces. The region is also known for its proximity to the Hunter Valley wine region, which attracts visitors and offers recreational and cultural experiences for residents.



Getting Around

Maitland is well-connected through a range of transport options, making it convenient for both local commuting and travel further afield. The city benefits from frequent train services on the Hunter Line, providing direct links to Newcastle (approximately 35 minutes) and Sydney (around 2.5 hours), as well as a comprehensive local bus network servicing Maitland and surrounding suburbs. For air travel, Newcastle Airport is situated about 42 kilometres away, offering domestic flights to major Australian cities. By road, Maitland enjoys excellent access via the New England Highway and Pacific Motorway, with driving commutes of approximately 35 minutes to Newcastle, 1.5 hours to the Central Coast, and around 2.5 hours to Sydney, making it a well-positioned regional centre for executives balancing lifestyle and connectivity.



Discover Maitland



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 [Selection Criteria on page 9](#).



Evaluation Process

Leading Roles and Maitland City Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Maitland City Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences, attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



Indicative Timeframes



Applications Open

- Monday 7 July 2025



Applications Close

- 5:00 pm Monday 4 August 2025



Initial Assessment

- Week Commencing 4 August 2025



Council Interviews

- Week Commencing 11 August 2025

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

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.

What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none">• Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none">• Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role.• Video Conference Interviews: Initial interviews with longlisted applicants.• Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none">• Preparation: Shortlisted candidates receive a briefing prior to client interview.• Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person.• Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none">• Checks: Simple online verification, including:<ul style="list-style-type: none">◦ Reference Checks◦ Criminal History and Right to Work Checks◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none">• Negotiation: Consultant to support salary negotiations.• Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none">• Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none">• Check-in: Regular check-ins throughout the first year.



BELINDA WALKER
Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years’ experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

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Client Rating ★★★★★
Candidate Rating ★★★★★



ATTACHMENT

Position Description

Role Charter

POSITION:	DIRECTOR CITY PLANNING
Reports to:	General Manager
Accountable to:	General Manager
Group:	City Planning
Date revised:	July 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To lead and manage the operation of the City Planning directorate and to collaborate as a member of the Executive Leadership Team in managing Maitland City Council (**Council**), within the strategic framework of the city and the Council.

To provide strategic direction to staff in the development and implementation of plans, programs, policies, procedures and systems, as well as authoritative advice on complex issues of strategic and/or operational performance.

To lead, manage, coordinate and ensure the efficient and effective delivery of a range of corporate functions and internal services specific to the City Planning directorate, including:

- Strategic Planning
- Developer Contributions Planning

- Development and Building
- Environmental Sustainability and Health Management
- City Heritage
- Waste Management
- Floodplain Management
- Regulatory Compliance
- Economic Development

Leadership

Council's Director City Planning is a person of honesty and integrity, with a genuine desire to deliver outcomes that contribute to a connected city with thriving communities. Having a deep sense of purpose the Director, in partnership with his/her peers motivates and coordinates the organisation in accomplishing its operational objectives.

The Director City Planning is committed to building an enduring organisation, engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this leadership role, the Director City Planning will:

- Lead, model and champion Council's Guiding Principles, using these as the basis for decision-making, action and behaviour.
- Actively build, support and facilitate open and genuine discussion, collaboration and partnerships across the organisation, capitalising on existing and emerging knowledge and experience.
- Be accountable for personal behaviour, decision-making and action.
- Empower others.
- Be an active and visible presence across the organisation

Management

Council's Director City Planning is accountable for ensuring that all administrative activities, resources, systems and processes within the scope of his/her responsibility support staff in delivering efficient and effective service. The Director City Planning will:

Manage people

- Manage, support and coach staff in undertaking the work and projects of the department.
- Prioritise and monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive, enduring and proactive employment relationship.
- Implement a range of people centred plans and actions that support organisation development, engagement, leadership and change.
- Promote and foster a safe and healthy workplace and fair and equitable work practices.

Manage operations

- Coordinate and facilitate a whole-of-directorate approach to quality-driven business, work planning and service delivery.
- Ensure the Directorate operates within budget with timely and accurate information available to Council.
- Ensure proper use and care of Council assets.
- Ensure all necessary administrative practices and systems are in place to support staff in undertaking their work.
- Ensure decision making processes are appropriate.
- Ensure Directorate structure is appropriate to achieving the requirements of the Delivery Program.

Manage relationships

- Act as the primary link between the General Manager and the staff of the Directorate.
- Act as the Directorates spokesperson to the Council, community and the media as agreed with the General Manager.
- Provide adequate and appropriate information on Council to the general community in accordance with Council and statutory requirements.
- Maintain close liaison with other levels of government, statutory authorities and other organisations or stakeholders as appropriate.

Manage performance

- Develop business plans for the Directorate that support Council's community strategic plan, Delivery Program and Operational Plan.
- Monitor and manage Directorate performance against the Delivery Program and Operational Plan.
- Ensure contemporary management and professional standards are applied, with particular reference to workplace reform, competitive service provision and continuous improvement.
- Manage employee development and performance within the organisation's workforce development framework.

Core Accountabilities

In addition to fulfilling core leadership and management accountabilities described above, the Director City Planning is accountable for the following role specific tasks:

- Oversee and implement strategic and statutory plans including LEP's and DCP's with respect to the future growth and development of the City.
- Establish and maintain effective systems for the approvals and regulatory functions of the Council, and which provide for the timely determination of applications in accordance with statutory requirements and policies of Council.
- Develop, implement and maintain relevant Development Contribution Plans to facilitate provision of community infrastructure commensurate with the growth of the City.
- Prepare and implement statutory and Council provisions for the protection and preservation of the City's heritage.

- Oversee the development and implementation of Council's environmental sustainability strategies.
- Develop and implement programs for the protection and maintenance of the City's natural environment.
- Protect the environment through the effective control or monitoring of pollution, litter, animals and tree preservation in accordance with statutory requirements and the policies of Council.
- Develop and implement integrated and holistic strategic plans in relation to economic development.
- Advocate and pursue the incorporation of the principles of ecologically sustainable development into the general operations of Council.
- Plan and facilitate the collection, disposal and recycling of waste in accordance with statutory requirements and the plans and policies of Council.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Shared Core Functions

Directors and Executive Managers are responsible for a variety of shared core functions across the organisation. These include:

- Communication (internal and external)
- Continuous improvement
- Councillor liaison
- Customer service
- Work Health and Safety
- Engagement
- Integration and partnership
- Staff leadership and management
- Sustainability

Essential Criteria

1. Degree qualification in Planning, Business or Management or a related discipline or an equivalent combination of contemporary industry experience
2. Contemporary industry knowledge of most functions in City Planning including:
 - Strategic Planning
 - Development and Building
 - Environmental Management
 - City Heritage
 - Waste Management

- Regulatory Compliance
 - Economic Development
3. Solid experience and ability to lead, coach and support staff to achieve work targets and objectives effectively and efficiently.
 4. Proven analytical, listening and negotiating skills, and the ability to provide considered, timely and pragmatic advice.
 5. Demonstrated ability to deliver on the strategic priorities of the organisation as part of the Executive Leadership Team.
 6. Demonstrated ability to form effective working relationships with people at all levels of the organisation including Councillors.

Desirable Criteria

1. Post-Graduate qualification in Management or related discipline.
2. Knowledge of and experience in the process and systems of government, in particular within NSW.

Date:

Agreed:

Employee Name

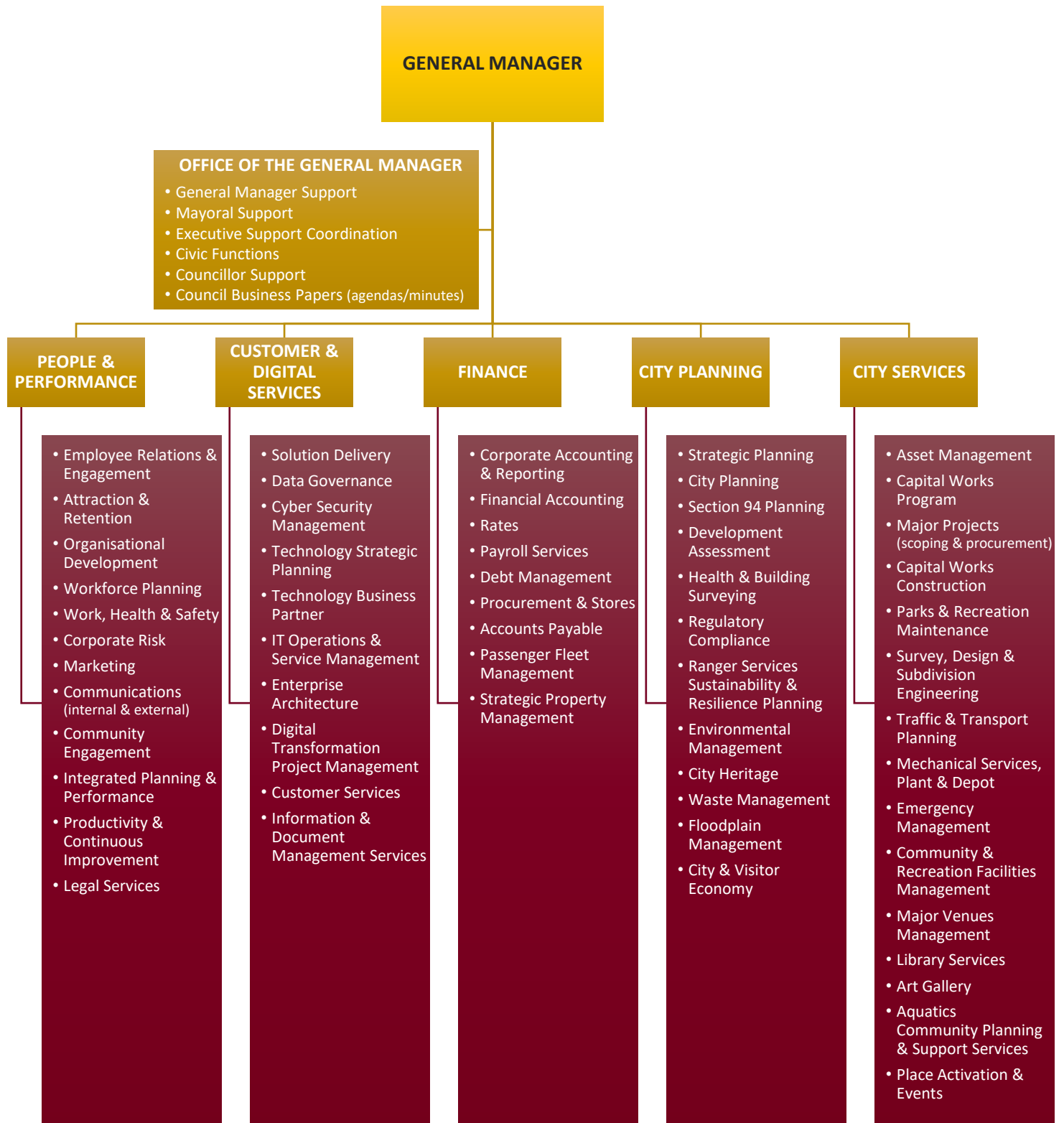
Employee signature



ATTACHMENT

Organisational Structure

Organisation Structure





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