

APPLICANT PACK

# Manager Planning and Development

Burdekin Shire Council



RECRUITING FOR:



## CONTACT

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Principal Talent Consultant

Leading Roles

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We respectfully acknowledge the Traditional Owners, the Bindal and Juru peoples 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 to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

The Manager Planning and Development is a senior leadership role within Burdekin Shire Council, offering the opportunity to lead a core service that directly shapes how the Shire grows, develops and responds to community needs. Reporting to the Director Infrastructure, Planning and Environmental Services, the role provides strategic and operational leadership across planning and development functions, with a strong focus on people leadership, statutory decision-making and service quality.

This position is well-suited to an experienced planning professional who enjoys leading teams, setting direction and building confidence in regulatory decision-making. The role combines hands-on leadership with broader strategic contribution, working closely with Council's executive, elected members and internal stakeholders to ensure planning outcomes align with Council's objectives and community expectations.

It offers a meaningful opportunity to influence planning practice, strengthen capability within the team and contribute to a collaborative, values-driven organisation. For the right candidate, the role provides scope to make a visible impact through thoughtful leadership, clear communication and a commitment to high-quality planning and development outcomes.

# Why This Role

This is an opportunity to step into a meaningful leadership position where professional expertise directly influences community outcomes. The Manager Planning and Development plays a key role in shaping how growth and development are managed across the Shire, working at the intersection of strategy, service delivery and community engagement. For the right candidate, the role offers scope to make a tangible impact, build a capable team and enjoy the professional and lifestyle benefits of regional North Queensland.





# Key Responsibilities

- Provide clear leadership and direction to planning, building and plumbing teams, with a focus on capability development, accountability and professional growth.
- Ensure development assessment and planning activities comply with the Planning Act 2016, Council's Planning Scheme and relevant statutory requirements.
- Oversee the preparation of reports and recommendations for Council and committees, attending Council meetings as required.
- Provide expert professional advice to senior leaders, Councillors and internal stakeholders on planning and development matters.
- Build and maintain constructive relationships with developers, consultants, community members, neighbouring councils and government agencies.
- Manage financial and operational performance within the portfolio, monitoring budgets and responding to variations as required.
- Lead continuous improvement initiatives to strengthen processes, systems and customer service outcomes across the department.



# The Team and Directorate

The role sits within the Infrastructure, Planning and Environmental Services Directorate and leads a small, specialist Planning and Development team comprising town planning and administrative functions. The team is currently operating in a lean environment, supported by external contractors to manage workload peaks and maintain service levels. A key aspect of the role is rebuilding internal capability over time through recruitment, mentoring and structured development.

The Manager works closely with peers across engineering, infrastructure and environmental services to ensure an integrated, whole-of-Council approach consistent with Burdekin Shire Council's One Team One Council philosophy. Collaboration, mutual support and shared accountability are central to how the Directorate operates.





# Immediate Priorities and First 12 Months

The first year in the role will be focused on stabilising service delivery, strengthening team confidence and progressing several important strategic initiatives.

- Take ownership of current development assessment workloads and contractor arrangements to ensure continuity of service.
- Lead recruitment and onboarding of key planning roles to rebuild internal capability and reduce reliance on external consultants over time.
- Progress the review of Council's Planning Scheme and support approval processes with Council and the State.
- Contribute to the refinement and implementation of Council's development manual and associated planning tools.
- Build trust with internal teams, Councillors and community stakeholders through consistent communication and practical leadership.



# The Ideal Candidate

The ideal candidate is a qualified town planning professional with strong technical capability and a grounded, approachable leadership style. They bring confidence in statutory planning, paired with the emotional intelligence to lead people through change in a small regional council environment. Success in the role requires the ability to be firm, fair and transparent, particularly in deadline-driven contexts where statutory timeframes are critical.

This role will suit someone who enjoys being visible, accessible and hands-on, and who values mentoring early to mid-career professionals. The ability to explain complex planning requirements clearly to applicants, community members and elected representatives is essential.

## Qualifications and Experience

- A relevant tertiary qualification in Urban and or Regional Planning, or significant equivalent experience, is essential.
- Demonstrated experience in development assessment and statutory planning, ideally within a local government context.
- Proven leadership experience within a planning or regulatory environment, including responsibility for people, performance and service delivery.
- Strong knowledge of the Planning Act 2016 and the application of planning schemes in Queensland or comparable jurisdictions.





# Key Selection Criteria

1. Demonstrated leadership capability in managing planning and development functions, including setting direction, leading teams and delivering consistent statutory and service outcomes.
2. Proven experience in statutory planning and development assessment, with the ability to interpret and apply planning legislation and schemes in a complex regulatory environment.
3. Strong stakeholder engagement and communication skills, enabling effective interaction with Councillors, senior leaders, developers and the community.
4. Ability to manage competing priorities, statutory timeframes and resources while maintaining service quality and professional standards.
5. A relevant tertiary qualification in Urban and or Regional Planning, or significant equivalent experience.

**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 & Benefits

Burdekin Shire Council recognise it is important for employees to be fulfilled in their roles, to balance work and life demands and to deliver quality services to the community.

Benefits directly related to this role include:

- Salary: \$212,518, inclusive of base, super and vehicle allowance.
- 4 year fixed term contract position with option to renew

Council also provides a variety of flexible work options which might include:

- 5 weeks annual leave
- Long Service Leave which may in some circumstances may be available pro rata after seven years of service
- Study and assistance programs for career development
- Learning and Development opportunities
- Employee Assistance Scheme
- Active Social Club
- Flexible working schedules (determined by operational requirements)

**Why Work for Burdekin Shire Council**



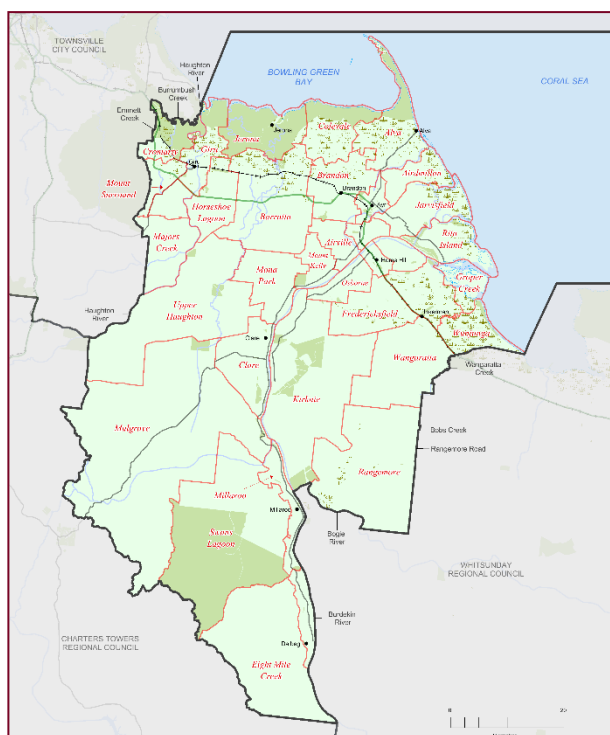
# About Council

**The Burdekin Region is known as the “Sugar Capital of Australia” and is home to the iconic Burdekin Bridge, locally called the “Silver Link”, Queensland’s longest multi-span bridge, uniquely engineered without traditional foundations due to the river’s deep sandy bed.**

Burdekin Shire Council governs a prosperous agricultural region on Queensland’s northern coast, approximately one hour south of Townsville and two hours north of Whitsundays. Home to around 17,000 residents, the Burdekin encompasses the townships of Ayr, Home Hill, Giru, Brandon and surrounding rural communities. The region is one of Australia’s premier irrigation districts, with the Burdekin River and its extensive water infrastructure supporting highly productive sugar, horticulture, aquaculture and grazing industries. This agricultural strength underpins a diverse local economy that also includes manufacturing, engineering, transport and logistics, retail, tourism and emerging bio futures sectors.

Council comprises a Mayor and six Councillors, supported by an experienced Executive Leadership Team responsible for delivering services, infrastructure and community programs across the 5,059 km<sup>2</sup> local government area. Burdekin Shire Council employs approximately 280 staff across operational, technical, professional and administrative roles, reflecting a stable and skilled workforce committed to serving the community.

Council delivers a broad portfolio of services including water and wastewater management, roads and drainage, waste and resource recovery, community development, libraries, recreational facilities, disaster management and land use planning. With a strong focus on customer service, transparent governance and proactive engagement, Council fosters partnerships with industry, community organisations and state and federal agencies to support the region’s long-term resilience and prosperity. Ongoing investment in digital transformation, asset management and workforce capability ensures the organisation is positioned to meet evolving community expectations and future growth.



## Links to Council Information







# Notable Features of Burdekin

The Burdekin region is known for several notable features and attributes:

- **Agriculture:** The Burdekin is renowned as one of Australia's richest agricultural regions. Its fertile soils, ample water supply from the Burdekin River, underground aquifer, and the Burdekin Falls Dam contribute to the successful cultivation of sugarcane, vegetables, and other crops.
- **Water Resources:** The Burdekin River, along with the vast underground aquifer and the Burdekin Falls Dam, make the region relatively drought-resistant.
- **Solar Irradiation:** The Burdekin is recognised for its high levels of solar irradiation, making it an ideal location for solar energy projects.
- **Pristine Beaches:** The Burdekin boasts over 30 kilometers of unspoiled beaches that offer opportunities for various activities such as swimming, walking, picnicking, kiteboarding, and fishing.

Some of the notable landmarks in the Burdekin include:

- **Burdekin Bridge:** The Burdekin Bridge, also known as the Silver Link, is an iconic landmark in the region. It is one of the longest multi-span, prestressed concrete bridges in Australia, spanning the Burdekin River and connecting the towns of Ayr and Home Hill.
- **Burdekin Theatre:** The Burdekin Theatre is a cultural and entertainment center located in Ayr. It hosts a range of performances, including live theater, music concerts, dance shows, and other events.
- **Burdekin Water Tower:** The Burdekin Water Tower is a distinctive landmark in Ayr, featuring vibrant murals painted on its exterior.
- **Plantation Park:** Plantation Park is a popular recreational area in Ayr, offering beautifully landscaped gardens, picnic spots, and playgrounds.
- **Burdekin Sugar Cane Railway:** The Burdekin Sugar Cane Railway is a unique attraction that operates vintage steam and diesel locomotives, offering visitors a scenic tour through sugar cane fields and a glimpse into the region's sugar cane industry.



# Corporate Plan Summary

The Burdekin Shire Council Corporate Plan 2025–2030 provides a clear roadmap for how the organisation will support a thriving, resilient and innovative rural community. The plan reflects the region’s strong agricultural identity, growing economic diversity, and the need to invest strategically in infrastructure, environment and organisational capability. It sets five strategic pillars—Our Community, Our Economy, Our Infrastructure, Our Environment and Our Organisation—which guide annual budgets, operational planning and performance reporting

## Strategic Pillars

- **Our Community** focuses on wellbeing, inclusion, disaster resilience, cultural identity and activation of community spaces.
- **Our Economy** aims to grow and diversify the agricultural base, strengthen business capability, attract investment and build workforce skills.
- **Our Infrastructure** prioritises safe, reliable transport, water and wastewater networks, digital connectivity, and long-term asset planning.
- **Our Environment** commits to circular economy principles, climate adaptation, biodiversity protection and sustainable waste management.
- **Our Organisation** emphasises transparent governance, customer-centric service delivery, digital transformation and building a capable, values-driven workforce.

## Key Projects and Initiatives

Major initiatives identified across the plan include:

- Upgrading water and wastewater systems to improve reliability and meet regulatory standards.
- Ongoing renewal of road and drainage networks to support freight movement and flood resilience.
- Implementing the Sport and Recreation Strategy and ANZAC Park Precinct Master Plan to enhance community assets.
- Supporting economic diversification through agribusiness innovation, industrial land development and the Burdekin Local Housing Action Plan.
- Advancing environmental initiatives aligned with the Reef Guardian Council program, waste reduction targets and climate adaptation strategies.

## How the Plan Will Be Delivered

Delivery of the Corporate Plan relies on:

- Partnerships with State/Federal agencies, local industry, community organisations and research bodies.
- Strategic grant funding to deliver major infrastructure (particularly water, transport and recreation).
- Robust governance frameworks, including quarterly reporting against the Operational Plan and long-term financial forecasting .
- Community engagement, including advisory groups and capacity-building programs.

### References:

- [Burdekin Shire Council Corporate Plan 2025–2030](#)
- [Burdekin Shire Council Annual Report 2024/25](#)





# Financial Performance & Long-Term Financial Plan

Burdekin Shire Council's financial position in 2024/25 reflects strong liquidity, low debt, and sustained investment in core infrastructure. The financial strategy is centred on maintaining long-term sustainability while renewing ageing assets and supporting community expectations for reliable services.

## Financial Performance

Council delivered a net result of \$25.9M, with recurrent revenue of \$71.98M and capital income of \$21.54M. Operating expenses totalled \$64.62M, demonstrating continued discipline in service delivery amidst flood recovery and capital works interruptions.

Total assets reached \$799.5M, with the majority invested in long-lived community infrastructure. Capital expenditure totalled \$34.78M, primarily directed to water upgrades, transport networks and wastewater treatment improvements.

Financial sustainability ratios remain strong:

- Operating Surplus Ratio: 10.22% (target met)
- Operating Cash Ratio: 33.76% (target met)
- Unrestricted Cash Cover: 20.7 months (well above target)
- Asset Sustainability Ratio: 87.92% (slightly below 90% target but aligned with planned renewal cycles).

## Long-Term Financial Plan

The LTFP outlines how Council will balance affordability, service levels and asset renewal requirements over the next decade. Key elements include:

- 1. Sustainable Service Delivery** - Maintaining core services while enhancing customer service, digital capabilities and disaster resilience.
- 2. Asset Renewal and Growth** - A planned, prioritised capital program focused on:
  - Road and drainage renewals
  - Water security and treatment system upgrades
  - Sewerage rehabilitation
  - Strategic community assets (parks, aquatic facilities, recreation networks)
- 3. Conservative Debt Management** - Council currently has no outstanding borrowings, giving significant headroom for future strategic investments if required.
- 4. Revenue Strategy** - A balanced approach incorporating:
  - Responsible rates and utility pricing
  - Maximising grants
  - Supporting economic development to expand the revenue base.

## Overall Financial Outlook

The Burdekin is positioned for ongoing financial stability, underpinned by strong cash reserves, modest operating surpluses and disciplined capital planning. Key challenges include maintaining ageing water and transport infrastructure and supporting long-term population and industry growth; these are managed proactively through scenario planning, asset strategies and grant leverage.

### References:

- [Annual Report 2024/25 – Community Financial Report & Sustainability Ratios](#)



# Summary of Economic Development Strategy

The Burdekin Economic Development Strategy 2020–2025 (Outlook 2025) sets a framework for leveraging the region’s competitive strengths—abundant water, fertile soils, strong agricultural production and emerging industries—to build a more diverse and resilient economy.

## Strategic Vision

The Burdekin is positioned as “a vibrant and connected community and a location of choice in which to live, work, play, visit and invest.” This vision is supported by Council’s Economic Development Charter, which emphasises sound planning, investment attraction and business support .

## Strategic Themes

- 1. Smart and Innovative Agriculture** - Building value-added agribusiness, export-focused production, food innovation clusters, and partnerships with R&D bodies such as CSIRO and CRC for Northern Australia.
- 2. Diversified and Competitive Industries** - Supporting growth in manufacturing, transport and logistics, engineering, health, education, retail and tourism. Stakeholder research highlights significant opportunities in horticulture, biofutures, fishing and

professional services .

### 3. Investment, Business Support and Workforce Capability

- Initiatives include:

- Burdekin Business Breakfast Series
- Facilitated access to State/Federal business programs
- Industrial land supply planning
- Retail activation and capability workshops
- Workforce development through industry partnerships and training providers .

## Priority Projects

Ten priority initiatives guide the first two years of implementation, including tourism strategy actions, food processing hub feasibility, and new agribusiness innovation clusters.

## Delivery and Partnerships

Implementation is delivered through strong partnerships with Queensland Government, Australian Government, Townsville Enterprise, RDA Townsville & NWQ, chambers of commerce, and education/training institutions—essential for scaling opportunities and securing investment

### References:

- [Burdekin Shire Council Economic Development Strategy 2020–2025 \(Outlook 2025\)](#)
- [Burdekin Shire Council Corporate Plan 2025–2030 – Economic Priorities](#)





# Organisational Culture & Community Satisfaction Survey

Burdekin Shire Council emphasises a culture built around customer focus, credibility, culture and agility, as outlined in the Corporate Plan 2025–2030. The organisation promotes collaboration, ethical behaviour, responsiveness and community-centred service delivery. Key culture priorities include:

- Developing a capable, adaptable workforce
- Investing in leadership capability and succession planning
- Strengthening health, safety and wellbeing programs
- Embedding values in behaviour, performance and decision-making
- Advancing digital transformation to support customer service and operational efficiency

## Workforce Engagement

The Annual Report notes continued organisational improvement through adoption of the Strategic Workforce Plan, staff engagement surveys and strengthened governance processes. Recent executive recruitment and ICT strategy development further support a modern, connected organisational culture.

## Community Satisfaction

While no standalone community satisfaction survey was found, the Annual Report 2024/25 provides robust insights into community-aligned performance. Council reports on:

- Event participation and facility usage
- Disaster management effectiveness
- Customer engagement and service responsiveness
- Infrastructure delivery and asset condition
- Environmental program participation

These measures track how well Council is meeting community expectations and delivering on Corporate Plan objectives.

Council also utilises community engagement, advisory groups and feedback channels to shape planning activities such as the Planning Scheme Review, Local Government Infrastructure Plan and residential growth planning.

### References:

- [Burdekin Shire Council Corporate Plan 2025–2030 – Organisational Priorities](#)
- [Burdekin Shire Council Annual Report 2024/25 – Governance, Workforce & Community Metrics](#)



## Our Vision

A thriving community that values its rural identity, embraces innovation, and protects its natural environment for future generations.

## Our Mission

To work with our community to create a sustainable, inclusive, and forward looking Burdekin through leadership, partnerships and service excellence.

## Our Values



### Our Customers

Our customers are the centre of everything we do. We get things done with speed, conviction and agility.



### Our Culture

Our way of life and how we conduct ourselves which is demonstrated daily by our behaviour, our habits, our attitudes toward each other, and our moral beliefs.

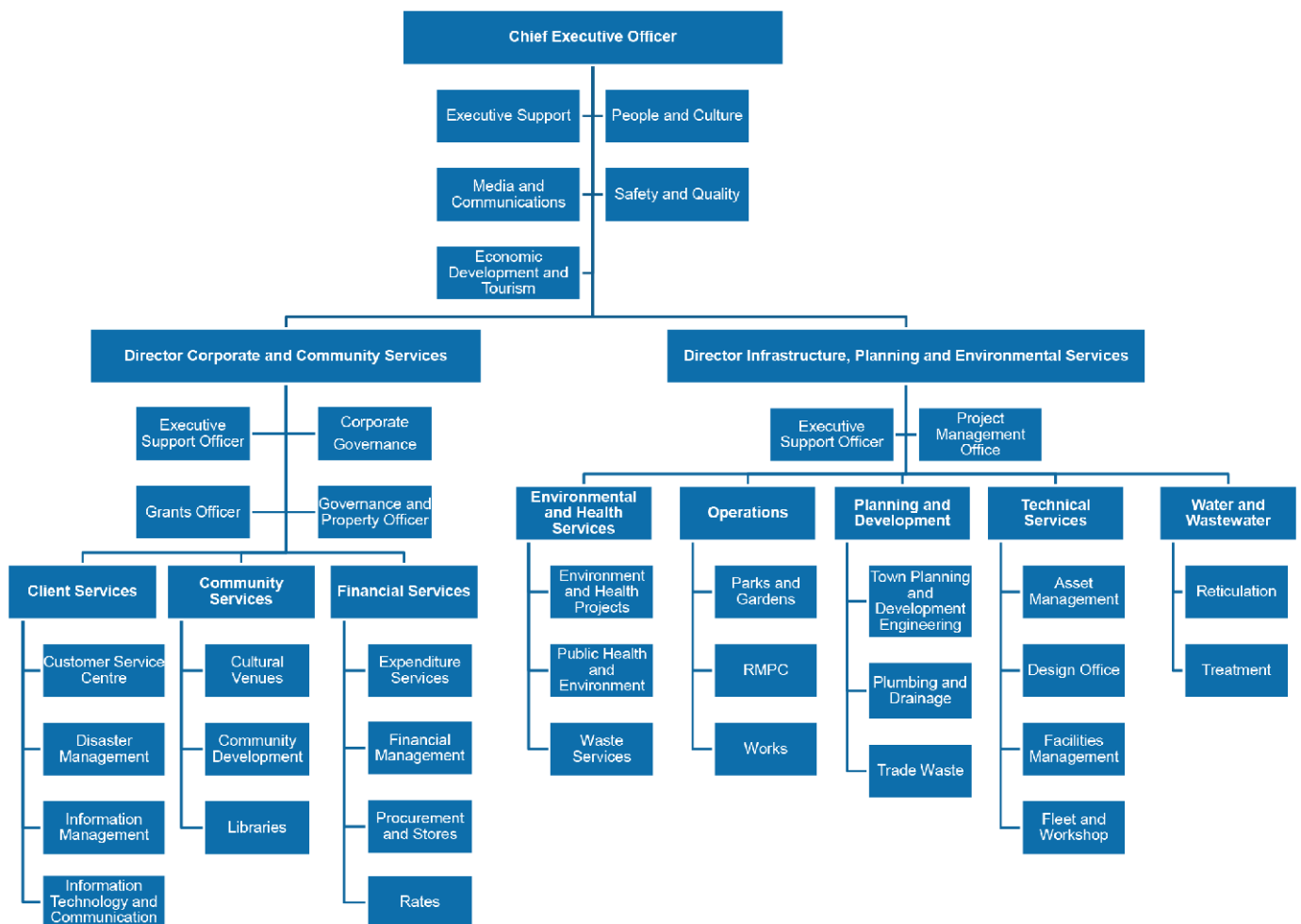


### Our Credibility

Our credibility is our most valuable asset. We act honestly and consistently in our behaviours, actions and decisions.



# Organisational Structure





# Living in the Region



## Educational Facilities

The region is well serviced by more than 15 primary and secondary schools, including a mix of public and independent providers across Ayr, Home Hill, Giru and smaller communities. Ayr State High School and Home Hill State High School are the major public secondary schools, complemented by independent options such as Burdekin Catholic High School and several Catholic and Christian primary schools. Vocational and tertiary pathways are supported locally through TAFE Queensland (Burdekin Campus) and James Cook University (Townsville) approximately one hour away.



## Healthcare

Healthcare in the Burdekin is anchored by Ayr Hospital, a modern facility providing emergency services, general medicine, maternity, allied health and outpatient care, alongside Home Hill Hospital, which offers aged care and sub-acute services. A wide range of GP clinics, dental practices, pharmacies, visiting specialists and community health programs support day-to-day wellbeing, with additional specialist and tertiary services available in Townsville (approx. 1 hour north), home to the Townsville University Hospital and major private hospitals. The region's strong connectivity ensures residents can access both local care and high-complexity services when required.





# Living in the Region



## Shopping & Dining

Ayr and Home Hill provide a convenient retail base with supermarkets, national retailers, specialty shops and essential services, alongside local butchers, fresh produce stores and weekend markets. The Ayr Central shopping precinct and the Home Hill CBD offer everyday retail amenities, while larger centres in Townsville are within easy reach. Dining ranges from family restaurants, cafés and pubs to long-established Italian, Asian and modern Australian venues, reflecting the district's multicultural heritage and strong agricultural identity.



## Sports & Recreation

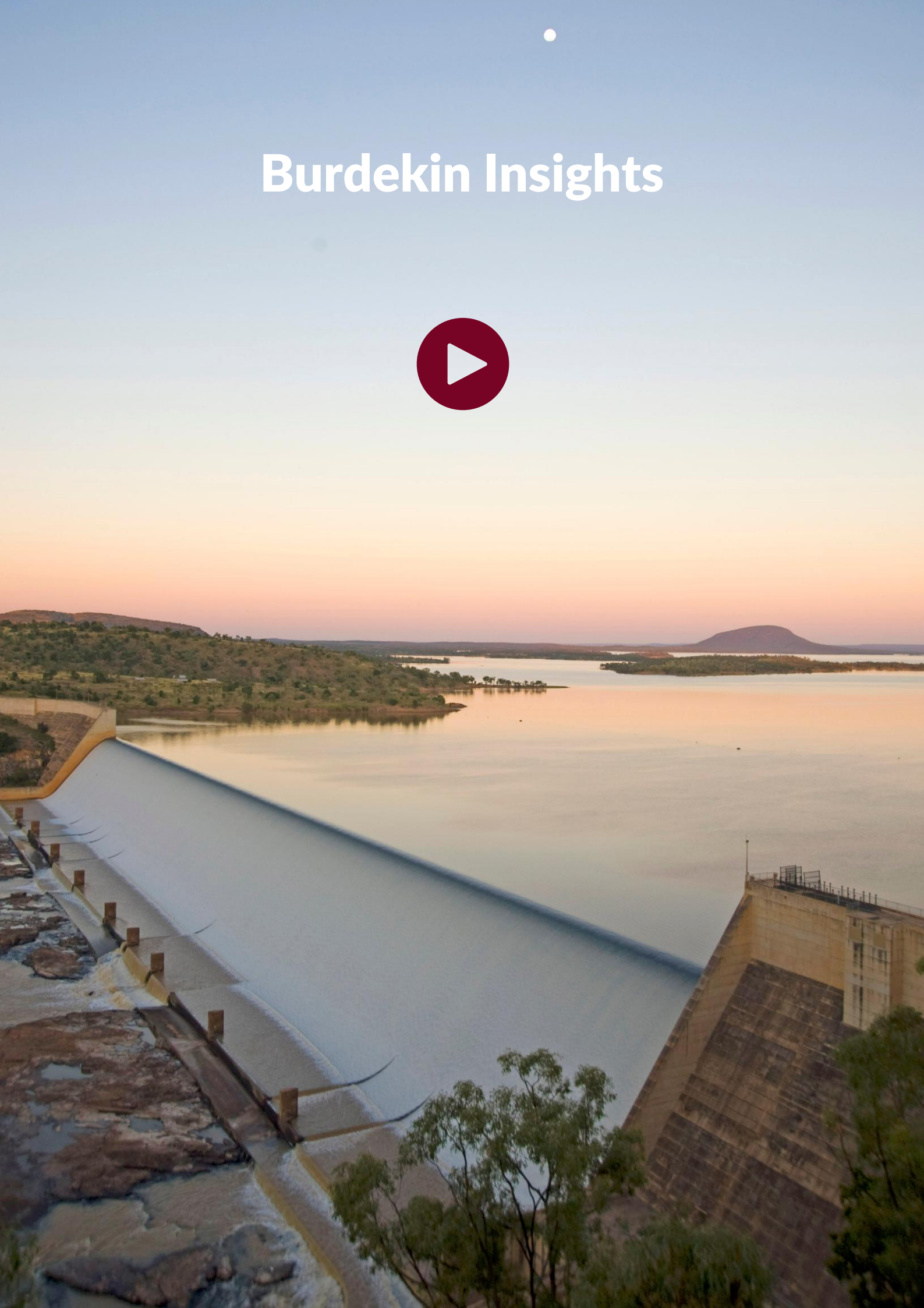
Residents enjoy extensive sporting and recreation opportunities, supported by well-maintained facilities including multi-sport ovals, aquatic centres, netball and tennis courts, bowls clubs and the Ayr and Home Hill golf courses. Cricket, rugby league, AFL, football, touch football, hockey, swimming, athletics and surf lifesaving all have active local clubs. Outdoor recreation is a major drawcard, with fishing and boating on the Burdekin River and coastal estuaries, kilometres of unspoiled beaches, wetlands, birdwatching areas and the growing Be-Active Trail network linking parks and community spaces.



## Getting Around

The Burdekin is easy to navigate, with short travel times between townships and strong road connections to Townsville to the north and Bowen, Mackay and the Whitsundays to the south via the Bruce Highway. While local public transport is limited, residents rely on private vehicles, community transport services and school bus routes. The **Ayr Aerodrome** services light aircraft, with major domestic and international connections available from **Townsville Airport (approx. 1 hour away)**. The region's location provides convenient access to major industries, regional ports and rail networks, making travel for work and leisure straightforward.

# Burdekin Insights





# 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 Key Selection Criteria **(page 8)**



## Evaluation Process

Leading Roles and Burdekin Shire 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. Burdekin Shire 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 and 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

- Friday 16 January 2026



### Applications Close

- 5:00 pm AEST Friday 13 February 2026



### Initial Assessment

- Week Commencing 16 February 2026



### Council Interviews

- Week Commencing 23 February 2026

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



## ANGIE SIMMONDS

Principal Talent Consultant



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.

### CONTACT

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Client Rating



Candidate Rating







ATTACHMENT

# Position Description



## Position Description

### Manager Planning and Development

<b>Position Number</b>	30005
<b>Classification</b>	Contract
<b>Reports To</b>	Director Infrastructure Planning and Environmental Services
<b>Place of Employment</b>	Council Chambers, 145 Young Street, Ayr

### Position Objective

This position is directly responsible for the day to day operations including management responsibility of the Town Planning, Building and Plumbing Sections.

Management of the operation of the department in accordance with Council policy, to ensure it meets its customer service, legal and overall financial management responsibilities.

Provision of an efficient, accurate and effective service to the community, and contribute positively to the built environment of Burdekin Shire.

Ensuring continuous improvement is achieved through ongoing review of planning and development business processes within areas of corporate responsibility and demonstrated leadership in people management and development.

### Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Provide effective personal leadership focusing on the continuous improvement and best practice in customer service by:
  1. setting clear direction and objectives,
  2. ensuring effective two-way communication with staff,
  3. development of decision making and delegation of authority,
  4. inspiring motivation towards achieving performance standards, and
  5. developing staff confidence and skills.
- Develop a comprehensive of the provisions of the Planning Act 2016, the Town Planning Scheme and any other relevant statutory legislation related to development assessment and land use planning.
- Ensure that Council decisions are executed promptly and effectively, ensuring that all required reports are supplied on time for Council meetings, and attend meetings of Council as required.

**Manager Planning and Development**

- Provide expert planning advice to other areas of Council's operations including: Committees, Boards, the Director Infrastructure, Planning and Environmental Services and Senior Leadership Group, Planning and Development staff and to other departments as required.
- Maintain effective and co-operative communication with community organisations, businesses, neighbouring Council's and other government authorities and departments.
- Ensure all financial and corporate objectives are achieved and reported and initiate appropriate action on any variations.
- Keep up-to-date on advances in technology and, in consultation with staff, request the introduction of technology which can improve customer service, productivity and quality.
- Promote and maintain a positive organisational image and good community relations by providing quality customer service to both internal and external customers.
- Report to Director in a timely manner on issues and activities likely to influence Council operations or adversely affect relations with Council's customers.
- Maintain good public relations and treat relevant work-related information as confidential.
- Ensure that equal opportunity and occupational health and safety practices are followed in all department activities.
- Undertake the preparation and implementation of policies, procedures and systems in functional areas which ensure sound management and achievement of corporate and financial objectives, including preparation of operational plan.

**Position Requirements****Knowledge**

- A thorough understanding of the underlying principles of Development Assessment and Strategic Planning operating environment.
- Comprehensive knowledge of relevant legislation including the Planning Act 2016 and how it relates to this role.
- Proven high performance in most or all aspects of a Planning and Development Department's operation is also considered essential.

**Skills**

- The ability to make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Highly developed skills in reading and interpreting legislation.
- Personal characteristics of being a "team player" with broad vision and the ability to provide leadership to department staff.
- Good communication and interpersonal skills.
- Highly developed skills in problem solving and conflict resolution.
- Highly developed negotiation skills.



#### Abilities

- Ability to lead multi-disciplinary teams with a focus on continuous improvement and customer responsiveness.
- Ability to assess complex development applications and present recommendations clearly in written and verbal form to internal and external stakeholders, including Council.
- Ability to translate strategic planning objectives into practical actions, policies and service improvements aligned with Council's corporate and operational plans.

#### Other Requirements

- Commitment to maintain up-to-date knowledge of legislative changes, industry trends and statutory obligations relevant to the Planning and Development portfolio.
- Ability to effectively engage with local development issues, internal teams and community stakeholders.

#### Experience and Qualifications

- A relevant tertiary degree in Urban and/or Regional Planning or significant equivalent experience is essential.
- Possession of a current Queensland 'C' class drivers' licence.

### Core Competencies

These competencies relate to positions at management level:

#### Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.
- Set the goals and parameters.
- Identify major issues.
- Ensure that all team members know the goals, parameters, and major issues.
- Facilitate input by team members.
- Make timely decisions.
- Assign tasks.
- Coach team members.
- Ensure that the team monitors progress, analyses results, and make appropriate changes.
- Establish and maintain an effective team environment.

#### Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

**Manager Planning and Development**

- When appropriate, treat major customers like business partners in designing Council's services.
- Develop and implement strategies to coach and train colleagues and teams to improve customer service.

**Communication**

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of written and verbal communication.

**Quality**

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of work.

**Environment**

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to reduce adverse environmental impacts.

**Work Health and Safety**

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.



- Develop and implement strategies to coach and train colleagues and teams to improve work health and safety.

#### Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.
- Develop and implement strategies to coach and train colleagues and teams to improve workplace efficiency.

#### General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.



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