

Position Description (People Managers)

Area Planning Manager

Division	City Planning, Development and Transport
Business Unit	Planning Assessments
Management Level	M4
Grade/Band	Band 8
Date position description approved	18 October 2019

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030-2050 Continuing the Vision – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

To lead and manage a team of planners who are responsible for the assessment of development applications and related applications within one of the City's area based teams or Major projects team.

Key accountabilities

- Assume full responsibility for the assessment of all development and related applications within the team's area of responsibility to ensure they are assessed efficiently and effectively and comply with relevant legislation. This includes administering the operation of the team with regard to practices, procedures, allocation of work, monitoring of output from the team and individual members in terms of applications determined and determination timeframes.

- Determine applications within the delegations issued by Council.
- Contribute to the Planning Assessment Unit's continuous improvement to ensure that development assessment processes are efficient and effective.
- Lead by example, initiate and implement strategies in order to develop a team that performs to the best of its abilities and has a continuous improvement culture. This includes providing practical and technical assistance to the team by coaching them through complex assessments and projects to negotiate a positive outcome and identifying training and development needs of the team.
- Attend when required and undertake/coordinate briefings of the Local Planning Panel (LPP), Central Sydney Planning Committee (CSPC), Design Advisory Panel (DAP) and Design Advisory Panel Residential Subcommittee (DAPRS).
- Ensure the team:
 - prepares high quality reports (and presentations to the LPP and CSPC) that clearly and effectively address the issues and meet statutory requirements and provide an effective analysis and assessment of complex and sensitive planning, heritage, urban design and development issues associated with development applications consistent with Council's policies and objectives.
 - provides clear and appropriate pre development application advice to applicants.
- Liaise with the senior management team, when required to provide feedback and technical input on the application of, and changes to policies, procedures and practices.

Key challenges

- Managing the team's heavy case load of applications and ensuring efficient determination time frames given the often complex nature of the application process and issues to be addressed, often limited resources and varying levels of competency across the team.
- Managing and developing team members to enable individuals and the team as a whole to perform to the best of their/its abilities given the constraints imposed by the need to manage the team's heavy case load of applications and ensure efficient determination time frames.
- Balancing the interests of applicants and the community given that they are often conflicting.

Key relationships

Who	Why
Internal	
Director City Planning Development and Transport	<ul style="list-style-type: none"> • Provide advice and make recommendations to in relation to planning matters

Who	Why
Executive Manager Development	<ul style="list-style-type: none"> • Provide advice and make recommendations to in relation to planning matters
Manager, Planning Assessments	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Direct Reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development • Guide, support, coach and mentor
LPP, DAP, DAPRS	<ul style="list-style-type: none"> • Provide advice and make recommendations to in relation to planning matters
External	
Applicants	<ul style="list-style-type: none"> • Provide planning advice, engage in and negotiate appropriate development outcomes • Manage expectations and resolve issues
Community (residents, business owners etc.)	<ul style="list-style-type: none"> • Provide planning advice and consider submissions • Manage expectations and resolve issues

Key dimensions

Decision making

The position is responsible for the determination of a large number of development and related applications under delegated authority

Reports to

Manager, Planning Assessments

Direct reports

Approximately four to twelve depending on team. May include:

- Area Coordinator
- Senior Planner
- Specialist Planner
- Planner
- Cadet Planner
- Consultants may report to this position as required

Essential Knowledge, Skills & Experience

- Tertiary qualifications, at degree level in Urban Planning, Architecture, Urban Design or related discipline

- Demonstrated experience in managing and leading a team of professionals in a complex environment
- Highly developed ability to negotiate solutions to complex and sensitive matters
- Highly developed skills in the assessment and resolution of complex planning, heritage and urban design issues associated with major development applications, preferably in local government
- Demonstrated ability to meet strict deadlines and to balance and respond flexibly to competing priorities
- Highly developed written and oral communication (including public speaking), report writing and presentation skills
- Experience and ability in preparing evidence and appearing as an expert witness in court appeals
- Competent level of computer literacy including word processing and spreadsheets

Capabilities for the position

The City's **Leadership and Management Capability Framework (LMCF)** outlines the capabilities expected of people managers to perform well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment. The table below outline the suggested focus capabilities for both Leadership and management and is a guide.

Capability Group	Capability Name	Level
Leadership	Displays Awareness of Self and Others	Section Unit Manager - M4
	Cultivates Productive Relationships	Section Unit Manager - M4
	Drives Results	Section Unit Manager - M4
	Develops People and Culture	Section Unit Manager - M4
	Operates Strategically	Section Unit Manager - M4
Management	Technology and Information Management	Section Unit Manager - M4
	Finance and Resource Management	Section Unit Manager - M4
	Asset Management	Section Unit Manager - M4
	Risk Management, Safety and Compliance	Section Unit Manager - M4
	Procurement and Contract Management	Section Unit Manager - M4
	Project Management	Section Unit Manager - M4
	Change Management	Section Unit Manager - M4
	People Management	Section Unit Manager - M4