



## Manager Planning and Development

### POSITION DESCRIPTION

<b>Position Number:</b>	3460	<b>Position Status:</b>	Contract Limited Term
<b>Portfolio:</b>	Communities and Environment	<b>Classification:</b>	Supplementary Contract
<b>Business Unit:</b>	Planning and Development	<b>Reports To:</b>	General Manager Communities and Environment
<b>Team:</b>	Planning and Development Management	<b>Revised:</b>	July 2026

<b>Human Resource Delegation:</b>	Band 3	<b>Financial Delegation:</b>	Band 3
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#### **General Position Statement:**

This position supports Council's direction by providing leadership and expert guidance across the Planning and Development business unit, which includes development assessment, development engineering, strategic planning, community compliance and public and built environment functions, driving innovation, performance, and service excellence. This position sets a clear vision for sustainable growth and development, fosters a culture of accountability and collaboration, and ensures the delivery of high-quality outcomes that enhance the liveability and resilience of our communities.

#### **Specific Responsibilities:**

This position has the following responsibilities:

##### **Business Management Accountabilities**

1. Lead and inspire the Planning and Development team by setting a clear vision, cultivating a high-performance culture, and ensuring staff are empowered to deliver outcomes that reflect Council's values and community priorities.
2. Oversee the development and execution of business unit initiatives that align with Council's corporate objectives, ensuring outcomes are delivered effectively, efficiently, and within required timeframes.
3. Manage operational budgets, workforce planning, and resource allocation to ensure financial sustainability, service efficiency, and compliance with Council's governance and reporting frameworks.
4. Drive workforce capability by identifying current and future skills needs, implementing targeted development strategies, and fostering a culture of learning, adaptability, and professional excellence.



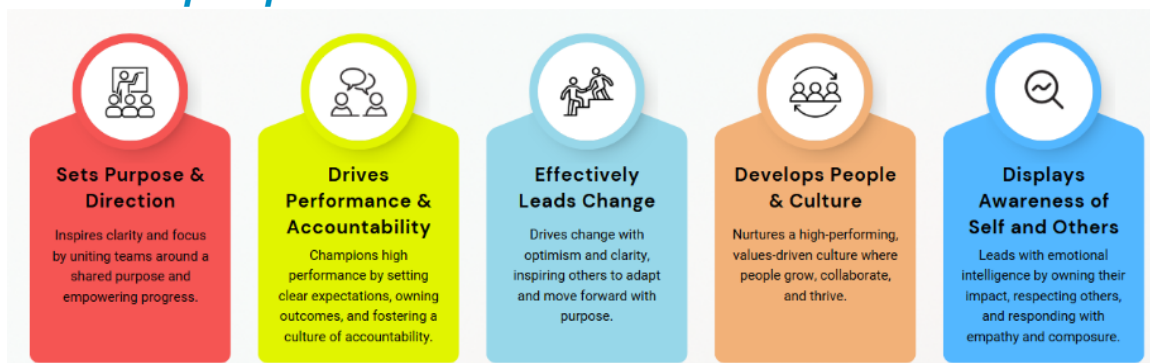


5. Build and maintain strong partnerships across Council and with external stakeholders to support integrated service delivery, shared outcomes, and continuous improvement in development and environmental services.

### Operational Accountabilities

6. Provide day-to-day leadership and guidance to staff across development assessment, development engineering, strategic planning, community compliance, and public and built environment functions, ensuring consistent service delivery, operational alignment, and a strong team culture.
7. Drive continuous improvement by regularly reviewing operational practices, identifying opportunities for innovation, and implementing changes that enhance service quality, responsiveness, and performance.
8. Ensure compliance with relevant legislation, policies, and standards across all operational areas, proactively managing risks and maintaining robust governance and reporting practices.
9. Oversee the application of technical standards and planning frameworks to ensure development and environmental services are delivered with accuracy, consistency, and in accordance with statutory and policy requirements.
10. Monitor and evaluate operational performance metrics, service levels, and project outcomes to inform decision-making, identify trends, and support evidence-based improvements across the business unit.
11. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
12. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.
13. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
14. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
15. Undertake other relevant duties as directed, consistent with skills, competence and training.

### Leadership Capabilities:





## **Position Requirements:**

### **Skills/Competencies**

1. Proven ability to lead multidisciplinary teams, inspire performance, and foster a culture of accountability, collaboration, and continuous improvement.
2. Strong capability to interpret complex data, anticipate challenges, and make informed decisions that align with Council's strategic direction and community needs.
3. Proven ability to lead and make sound decisions on complex and sensitive compliance, enforcement, development assessment and regulatory matters where legal, reputational, financial and community risks are significant
4. Excellent interpersonal and communication skills, with the ability to build trusted relationships, influence outcomes, and represent Council professionally across diverse audiences.
5. Deep understanding of development assessment, engineering, strategic planning, compliance and environmental planning, with the ability to apply legislation, policy, and technical standards effectively.
6. High-level proficiency in financial management, risk oversight, and corporate systems, with a commitment to transparency, compliance, and service excellence.

### **Mandatory Qualifications, Licences and Experience**

1. Tertiary qualifications in planning, engineering, environmental management, or a related discipline relevant to the Development and Environment business unit.
2. Extensive experience in leading and managing multidisciplinary teams within a complex regulatory or service delivery environment.
3. Demonstrated expertise in development assessment, engineering, growth management, or environmental planning, with a strong understanding of relevant legislation and policy frameworks.
4. Proven capability in financial management, governance, and operational oversight within a local government or similar context.
5. Possession of a current "C" Class motor vehicle driver licence.

### **Desirable Qualifications, Licences and Experience**

1. Postgraduate qualifications in planning, engineering, environmental management, public administration, or a related field.
2. Experience working within a local government or public sector environment, particularly in development or environmental services.
3. Demonstrated success in leading service transformation, innovation, or digital improvement initiatives within a regulatory or technical context.
4. Familiarity with Queensland planning legislation, environmental frameworks, and local government governance structures.
5. Membership or eligibility for membership with a relevant professional body (e.g. PIA, Engineers Australia, EIANZ).





### Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

### Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check), if required.

### *Delegations and Authorisations:*

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





## Manager Planning & Development

### SELECTION CRITERIA

<b>Position Number:</b>	3460	<b>Position Status:</b>	Contract Limited Term
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<b>Business Unit:</b>	Planning & Development	<b>Reports To:</b>	General Manager Communities & Environment
<b>Team:</b>	Planning & Development	<b>Revised:</b>	July 2026

#### 1. Mandatory Qualifications:

- Tertiary qualifications in planning, engineering, environmental management, or a related discipline relevant to the Planning and Development business unit.
2. Proven ability to lead multidisciplinary teams, inspire performance, and foster a culture of accountability, collaboration and continuous improvement within a complex regulatory or service delivery environment.
  3. Demonstrated expertise in development assessment, development engineering, strategic planning, growth management, environmental planning, compliance, or related functions, including the ability to interpret and apply relevant legislation, policy and technical standards.
  4. Proven capability to lead and make sound decisions on complex and sensitive development, compliance and regulatory matters where legal, reputational, financial and community risks are significant.
  5. Strong financial management, governance and operational leadership skills, with the ability to manage resources, drive strategic outcomes and maintain high standards of service delivery.
  6. Highly developed communication, stakeholder engagement and relationship management skills, with the ability to influence outcomes, build partnerships and provide strategic advice to diverse internal and external stakeholders.





**Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.  
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.