



POSITION DESCRIPTION

POSITION TITLE:	Manager Development and Statutory Services	
DEPARTMENT/DIVISION:	Development and Statutory Services	
LEVEL OF POSITION:	Contract	POSITION REPORTS TO: Director External Services

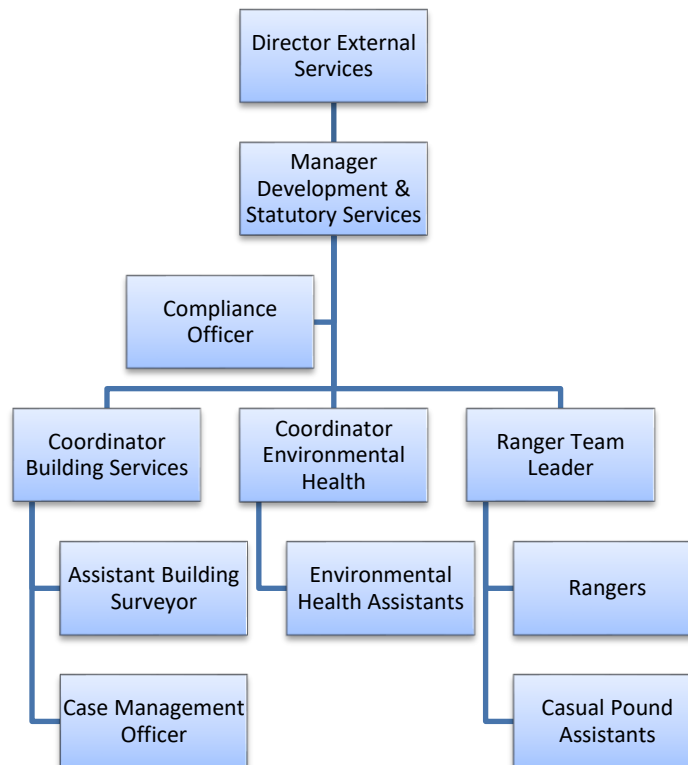
1. POSITION SUMMARY

The position of Manager Development and Statutory Services will provide leadership to and direction to Building, Environmental Health, Rangers, Compliance Services and other critical Shire functions as required. This position will work in conjunction with the Manager Strategic Planning and Land Projects, to ensure internal referral processes are effectively managed.

The position will oversee statutory and operational requirements for the Department, while providing advice to Council, and ensuring compliance with legislation and community expectations.

2. ORGANISATIONAL CONTEXT

EXTERNAL SERVICES - DEVELOPMENT AND STATUTORY SERVICES





3. SPECIFIC ACCOUNTABILITIES FOR POSITION

- 3.1 Lead and oversee areas under the control of this position.
- 3.2 Oversee implementation of the Strategic and Corporate Business Plan actions relevant to the position.
- 3.3 Ensure all business units meet the needs of their stakeholders while meeting all of the Shire's statutory and policy obligations.
- 3.4 Manage and control the delivery of services in line with the approved annual budget allocation.
- 3.5 Review policies as required.
- 3.6 Provide sound advice, information and recommendations to the Director External Services.
- 3.7 Prepare reports for Council and Committee meetings as required.
- 3.8 Oversee appeals and matters that may affect Council's decision making outcomes.
- 3.9 Ensure staff comply with the Shire's Occupational Safety and Health Policy as well as relevant Legislation.
- 3.10 Identify and actively contribute to a systematic approach to avoiding, reducing and controlling risk in accordance with the Shire's Risk Management Plan.
- 3.11 Any other duties as required.

4. GENERAL ACCOUNTABILITIES OF THE POSITION

4.1 Occupational Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all OSH policies, procedures and practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always be supportive of management policies with regard to Council's Staff Ground Rules, its vision, goals, interpersonal relationships and Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and onsite supervisors have additional responsibilities as defined in the Shires OSH Roles and Responsibilities Procedure and Occupational Safety and Health Legislation.

4.2 Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.



5. SELECTION CRITERIA

5.1 Essential

- Tertiary qualifications in Building, Environmental Health, Planning, Legal or a related discipline.
- Proven experience in management role leading a multi disciplinary team.
- High level interpersonal communication and decision making skills.
- Sound knowledge of the Building Code of Australia, the Health Act as well as contemporary industry legislation.
- Highly developed written and verbal communication skills.
- Proven time management skills.

5.2 Desirable

- Level 1 Building Surveyor qualification.
- Previous experience in a similar position in Local Government.
- Understanding of the Local Government Act.
- Knowledge of GIS, Authority and TRIM.
- Tertiary qualifications in Management.

6. SIGNATURE

Signed by employee:..... Date:

Signed by supervisor:..... Date:

7. SHIRE OF ESPERANCE VALUES

As the representatives of the Esperance community, the Council and Shire staff are guided by the values of **PRIDE**:

Professionalism - in the standards and ethics of our actions

Respect - through courtesy and honesty in our dealings with all people

Integrity - that builds community trust

Dedication - of a committed team that works together to provide leadership for the community

Excellence - in the service that we provide for the community