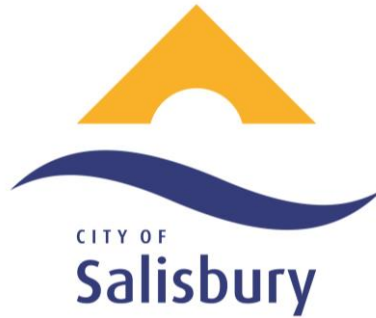




**MANAGER ECONOMIC DEVELOPMENT & URBAN POLICY**

**JOB & PERSON SPECIFICATION**

**NOVEMBER 2021**



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>MANAGER ECONOMIC DEVELOPMENT AND URBAN POLICY</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT 2019
<b>CLASSIFICATION:</b>	NEGOTIATED
<b>DEPARTMENT / DIVISION:</b>	<b>CITY DEVELOPMENT / ECONOMIC DEVELOPMENT AND URBAN POLICY</b>
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	GENERAL MANAGER CITY DEVELOPMENT
<b>DIRECT REPORTS:</b>	<p><b>ECONOMIC DEVELOPMENT:</b>            COORDINATOR ECONOMIC DEVELOPMENT (ECONOMIC DEVELOPMENT ADVISOR – INDUSTRY DEVELOPMENT; SENIOR BUSINESS ADVISOR, SENIOR BUSINESS ADVISOR; PROJECT OFFICER)</p> <p><b>URBAN POLICY:</b>            COORDINATOR URBAN POLICY (SENIOR POLICY PLANNER; SUSTAINABILITY STRATEGIC COORDINATOR)</p>
<b>POSITION NUMBER:</b>	<b>000038</b>

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• To provide vision, strategic direction and organisational leadership for the Division.</li> <li>• To ensure the Division presents with professionalism and uses political acumen to benefit the organisation and community.</li> <li>• To lead and manage people, and administer processes and practices of the organisation in a way that creates organisational excellence and sustainability.</li> <li>• To make decisions, create policy and undertake planning for the Division that ensure transparency, good governance and legal compliance.</li> <li>• Provide leadership and high-level advice to Council and management on a broad range of strategic and policy issues relating to the future economic and spatial development of the City.</li> <li>• Provide leadership and manage the Economic Development and Urban Policy Division.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To enhance economic activity across the City of Salisbury through the effective delivery of projects and programs which support business, workforce and skill development.</li> <li>• To develop urban policy and strategies to guide the spatial development of the City.</li> <li>• To lead the development of the City of Salisbury’s environmental sustainability strategy and policy.</li> </ul>
<p><b>VALUES AND BEHAVIOURS:</b></p>	<p>These Values empower us to <b>ReACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>• Create a sense of belonging and pride in the Salisbury community</li> <li>• Respect individual differences</li> <li>• Speak up when you don’t feel respected, or are not being treated respectfully</li> <li>• Look after the wellbeing of our community, ourselves and those around us</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together, committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Create new futures and look for opportunities</li> <li>• Make a positive difference</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• <b>Strategic and Organisational Leadership</b> <ul style="list-style-type: none"> <li>– Develop a clear, shared vision and goals for the Division in line with organisational objectives.</li> <li>– Foster positive working relationships with Executive Management, Team Members, Divisional Managers and Elected Members (where required) based on a model of partnership and long-term success.</li> <li>– Develop and maintain strong working relationship with the General Manager of City Development.</li> <li>– Inspires and influences others to assume ownership of the Division’s goals.</li> <li>– Fosters and embeds ethical practices into the Divisional sub-culture and processes.</li> <li>– Sets challenging goals for self to achieve high quality outcomes.</li> <li>– Represent the organisation’s values and vision in all interactions with stakeholders.</li> </ul> </li> <li>• <b>Professional and Political Acumen</b> <ul style="list-style-type: none"> <li>– Improves the knowledge and skills of Team Members through employing a range of development strategies.</li> </ul> </li> </ul>

- Takes an active role in managing relationships and interactions with the community, strategic partners and Governments to support capacity building internally and externally.
- Be an active member of the Divisional Management Group.
- **Organisational Excellence and Sustainability**
  - Maintains a focus on service sustainability as an integral element in all decisions.
  - Champions and promotes work health and safety requirements across the organisation.
  - Ensures Divisional plans and reporting structures appropriately support Council's service quality.
  - Strengthens the organisation by delegating to Team Members the opportunity to make decisions and resolve issues appropriate to their classification.
  - Actively responsible for effective and consistent internal communication delivery across the Division.
  - Champions change, across the Division, ensuring that organisational objectives are reached in a timely and successful manner.
  - Displays personal resilience, stays positive and maintains focus on Divisional and organisational requirements and customer relationships.
  - Promotes innovative ways of achieving outcomes, using both internal and external resources.
  - Ensures appropriate accountability within the organisation through:
    - Regular monitoring and reporting on divisional budgets; and
    - Financial and non-financial performance measurement and reporting.
  - Creates a culture of accountability within the Division.
- **Policy and Planning**
  - Ensures Executive Management are well informed to facilitate appropriate organisational decision making.
  - Develops strategic understanding in all facets of Divisional and Council activities to enable guidance to the Division.
  - Provides advice on best practice and facilitates a culture of consultation and collaboration across the Division.
  - Ensures that leading governance practices are embedded in decision making.
- **Specific Divisional/Organisational Functional Responsibilities**
  - Act as sponsor to lead and drive outcomes in relevant Divisional Projects.
  - Interface between the Executive Management and the Economic Development and Urban Policy Division.
  - Maintain current skills and knowledge to keep abreast of contemporary information and trends.
- **Job Specific Responsibilities**
  - Provide leadership and management of the Economic Development and Urban Policy Division.

- Maintain and improve the quality, efficiency, productivity and motivation of staff within the Division.
- Initiate, manage and coordinate strategic planning projects, and representing Council in consultations with external bodies.
- Monitor and evaluate progress and outcomes of the City Plan, including the preparation of the Division's Business Plan.
- Coordinate and integrate inputs of all departments within the organisation in strategic planning processes and balancing and reconciling variable objectives.
- Provide information for a range of organisations and individuals regarding Council's strategies and policies.
- Acquire and maintain appropriate statistical information for strategic planning purposes within the City of Salisbury.
- Provide strategic land-use planning advice, including the review and implementation of the 30 Year Plan for Greater Adelaide, and State Government, Council and private sector initiated Code Amendments.
- Prepare, deliver and review structure plans, master plans and urban development guidelines and policy to guide development across the City.
- Develop, implement and monitor the Sustainability Strategy and policy for the City, and ensure its alignment and support of the Council's City Plan.
- Develop, implement and monitor the Economic Development Strategy for the City and ensure its alignment and support of the Council's City Plan.
- Identify and implement actions in the City of Salisbury which will enhance:
  - o Business Investment and Attraction;
  - o Innovation, research and development for businesses;
  - o Skill and workforce development; and
  - o Delivery of Business Advisory Services.
- Research and monitor the City's economic and industrial base and identify and implement relevant strategies for investment, business attraction and export opportunities.
- Identify and initiate specific commercial and industrial development opportunities.
- Engage with the private sector and facilitate their involvement in the City's economic development.
- Coordinate and integrate the activities of the Economic Development unit with those relevant activities of the State Government, Federal Government and relevant Local Government and other stakeholders within the Northern region and the City of Salisbury.
- Contribute to, and where necessary lead, the ongoing development of the Technology Park and Edinburgh Parks Innovation Precincts and the Polaris Centre.
- Ensure that economic policy is integrated with urban development, environmental and social/community policy frameworks.
- Identify opportunities and interface with industry sectors to assist with the facilitation of development in the City.

	<ul style="list-style-type: none"> <li>- Liaise with the Development Services Division to provide strategic policy advice on development applications.</li> <li>- Manage the preparation of briefs for the engagement of specialist consultants and monitor the progress of their work.</li> <li>- Other activities/projects that are assigned to the Division by the General Manager City Development.</li> <li>- Follow established health and safety procedures, policies requirements and specific precautions in relation to the work being undertaken in order to ensure own safety and that of others in the workplace.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Divisional Functions</b> <ul style="list-style-type: none"> <li>- Strategy and policy research and analysis</li> <li>- Statistical research and analysis</li> <li>- Economic development: <ul style="list-style-type: none"> <li>o Economic strategy and policy</li> <li>o Economic development programs</li> <li>o Business investment and attraction</li> </ul> </li> <li>- Preparation and review of the City Plan</li> <li>- Strategic planning in relation to City growth, the economy, the environment, urban and spatial development</li> <li>- Code Amendments</li> <li>- Urban Policy Initiatives.</li> </ul> </li> <li>• <b>Divisional statistical overview</b> <ul style="list-style-type: none"> <li>- 2 direct reports to the Manager Economic Development and Urban Policy, with a total of 8 staff</li> <li>- Projected Operating budget for 2021/22 of \$1.7M</li> </ul> </li> </ul>
<b>WHS RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Ensure that appropriate policies and procedures are in place and understood by those affected.</li> <li>• Ensure that safe systems of work are developed, documented, implemented and followed. This includes systems for the induction, training, supervision and monitoring of identified competencies to ensure work is carried out in a safe manner.</li> <li>• Identify, assess, prioritise and control ANY risks to the health and safety of employees, volunteers, contractors and visitors from the operational activities of Divisions/Sections for which responsible. Monitor risks by ensuring that regular inspections are occurring.</li> <li>• Ensure regular consultation on WHS requirements is occurring with employees by structuring clear WHS objectives into biannual performance and development reviews.</li> <li>• In coordination with the Internal Claims Consultant, fulfil injury management responsibilities set out within IM procedures including; <ul style="list-style-type: none"> <li>- Completion of claims documentation and submission to the LGAWC Scheme within 24 hours on injury notification.</li> <li>- Participate in the rehabilitation process, including providing practical support and assistance to injured employees.</li> </ul> </li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<b>GENERAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> </ul>

	<ul style="list-style-type: none"> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Ability to think strategically and make informed and considered decisions to benefit the Division and the organisation as a whole.</li> <li>• Demonstrated ability to be collaborative and build strategic relationships internally and externally to build strategic partnerships to further the reputation and success of the City of Salisbury.</li> <li>• Ability to lead, inspire and empower others to achieve outcomes and make considered decisions.</li> <li>• Create and manage appropriate relationships with the Executive and Divisional Management.</li> <li>• Strategic planning skills to develop and lead the development of strategic business plans that are aligned to the City Plan.</li> <li>• Conceptual, analytical and critical skills in originating new techniques, concepts and practices in resolving complex policy issues.</li> <li>• Understanding of workplace relations and associated legislation (including workplace health and safety).</li> <li>• Excellence understanding of corporate and council governance, including managing political relationships.</li> <li>• Previous management experience with a proven track record of achievement in staff and program management.</li> <li>• Possession of an appropriate degree and preferably post graduate qualifications in business administration, or a related field.</li> </ul> <p><b>Role Specific</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in economics, business and commerce, public policy, urban and regional planning or related disciplines.</li> <li>• Significant demonstrated experience in policy development and implementation preferably at Local Government level.</li> <li>• Sound knowledge and understanding of economic theory and practice necessary to foster economic development.</li> <li>• Sound knowledge and understanding of business development drivers within regions.</li> <li>• Ability to analyse problems and formulate appropriate solutions taking account of economic, environmental, and social perspectives.</li> <li>• Sound knowledge and understanding of National, State and local urban policy issues including structures of the State's urban planning and development sectors.</li> <li>• Sound knowledge of State Government and Northern Adelaide priority growth sectors.</li> <li>• Highly developed project management skills.</li> <li>• Sound knowledge of strategic urban planning within a similar role.</li> <li>• An understanding of statutory urban planning and the legislative framework.</li> <li>• An understanding and working knowledge of the principle drivers of successful development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sound understanding of data and analytical tools used within commercial and Government organisations for economic and urban information and statistical analysis.</li> <li>• An excellent understanding and working knowledge of <i>Local Government Act 1999, Planning, Development and Infrastructure Act 2016</i> and associated legislation (as amended or replaced).</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Understanding of the relationship between the Elected Body and the organisation.</li> <li>• Previous experience in a senior role within local government.</li> <li>• Ability to develop, deliver and facilitate workshops and discussions.</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Expected to attend relevant committees, informal strategy meetings and Council meetings when Divisional papers are put forward.</li> <li>• Some work after hours will be required.</li> <li>• Current car class driver's licence.</li> <li>• This is a five year contract position.</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>





## HOW TO APPLY

Applications should be addressed to Andrew Reed and Hannah Way. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.