

Kingborough Council

Information Package for Applicants



Position Details:

Director Environment, Development and Community, Position Number 000003

Employment Status:

Five Year Fixed Term Contract

Directorate:

Environment, Development and Community

Applications Close:

4pm on Monday, 22 August 2022

Further Information:

**Mr Gary Arnold, General Manager on
(03) 6211 8274**



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of around 40,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

Kingborough's population is currently estimated at 39,000 and it is expected to exceed 40,000 by 2023. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M. Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council is implementing two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the recently opened Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

Position Advertisement

Director Environment, Development and Community

Kingborough Council is seeking an experienced leader to join the Executive team as the Director Environment, Development and Community.

Reporting to the General Manager, you will be responsible for the strategic direction and management of key Council functions including environmental services, statutory and strategic planning, community services, community resilience, communications and community engagement. You will be a results driven, strong people leader with a proven commitment to business improvement and effective service delivery.

Ideally you will have significant experience in a senior local government position and the capability to operate in a complex political environment.

An attractive remuneration package will be negotiated, including the private use of a motor vehicle. The role is being offered on a full-time contract basis for a term of five years.

How to Apply: For further information on this position, please contact Council's General Manager, Gary Arnold, on (03) 6211 8274. A copy of the information package for this role is available on Council's website www.kingborough.tas.gov.au. All applications must include a document addressing the selection criteria and a current resume. Applications can be submitted online through the Employment Portal on Council's website.

Applications close at 4.00pm on Monday 22 August 2022.

Selection Criteria

Director Environment, Development and Community

About You

You will be an experienced leader ready to take on a challenging and rewarding role. We are looking to engage a professional who has all the skills and attributes necessary to deliver for our community.

You will be a high achiever with:

1. Tertiary qualifications in a field relevant to the key functions of the Directorate.
2. Significant experience in a senior management position relevant to this role.
3. Proven capacity to analyse, articulate and contribute to strategic and policy development and the implementation of effective business improvement and change management initiatives.
4. Strong leadership capabilities with ability to effectively lead, motivate and coach a team towards achieving operational and strategic objectives.
5. Demonstrated service delivery and community engagement experience and high-level communication skills including advocacy, negotiation, and conflict resolution.
6. High level critical thinking and problem-solving ability with the capacity to solve complex and diverse issues in a timely and professional manner.
7. Proven ability to operate in a complex political environment.
8. Competent computer skills in the use of Microsoft application packages.

Desirable Criteria:

1. Previous experience working in a local government environment at a senior level.

POSITION DESCRIPTION

DIRECTOR ENVIRONMENT, DEVELOPMENT AND COMMUNITY

POSITION DETAILS

Position No.	000003	Directorate	Environment, Development, and Community
Employment Status	Fixed term contract	Location	Civic Centre

POSITION OBJECTIVES

The Director Environment, Development and Community is to:

- Lead and manage the following Council Departments and Business Units [the Directorate]: Development Services, Environmental Services, Community Services, Community Resilience and Communications and Engagement.
- Develop and manage the strategic initiatives, processes and operational outcomes of the Directorate and ensure efficient and professional performance and reporting.
- Drive continuous improvement and ensure accountability and adherence of staff to corporate values and behaviours.

KEY FUNCTIONS AND RESPONSIBILITIES

- Provide strategic direction, policy development and guidance in the provision of key Council functions, including statutory and strategic planning, building and plumbing services, environmental services, natural resource management, community services, communications and engagement and economic development and emergency management.
- Provide leadership, supervision and support for staff in the Directorate to ensure that the implementation of programs is of a high standard and in compliance with legislation, regulation, service standards and any external funding or service agreements.
- Participate on the Executive Management Team and assist in ensuring that Directorate interests are incorporated in the broader programs and strategies of Council.
- Ensure all delegations within the Directorate are exercised in compliance with the statutory requirements, objectives and the spirit under which they were given.
- Manage Directorate budgets and ensure alignment of the Directorate outcomes with Council's approved strategies and policies in a prompt and effective manner.

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- Provide high-level strategic and policy advice to the Council and General Manager in relation to programs and activities carried out within the Directorate.
 - Maintain effective and productive relationships with councillors, relevant stakeholders and the community in accordance with Council's community engagement policies and use this information to support Directorate direction and strategy.
 - Drive continuous improvement within the Directorate, with a particular emphasis on improving the customer experience and ensuring efficient and professional levels of service.
 - Ensure that equal opportunity, workplace health and safety practices and responsible risk management are followed in all activities of the Directorate.

Authority and accountability: Employees in this role make determinative decisions and are accountable under delegated authority. The position is responsible for leading the strategic direction of the Group and leading policy development and implementation.

Judgment and problem solving: Employees in this role are responsible for the resolution of problems which require highly analytical reasoning and integration of wide-ranging and complex information. A high level of independence is required in determining direction and approach to issues.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position reports directly to the General Manager and works collaboratively with the Executive team and elected Councillors. The position is responsible for managing the relationship of the Directorate with other key internal stakeholders and Departments.
2. **External** – The position is responsible for developing effective relationships with the community, Council's customers, and representatives of government agencies.
3. **Direct Reports** - This group consists of five Departments/business units, with the following positions reporting directly to the Director.
 - **Manager Development Services.** The Development Services Department includes statutory and strategic land use planning, development engineering and building and plumbing services.
 - **Manager Environmental Services.** The Environmental Services Department includes environmental health, climate change initiatives and natural resource management.
 - **Coordinator Community Services.** This Business Unit includes community development, youth services and the Community Volunteer Program. The Unit also coordinates the operations of

the Kingborough Community Hub, which includes a multi-purpose community hall, meeting rooms, co-working space, and covered town square and public amenities.

- **Coordinator Community Resilience.** This Business Unit is responsible for economic development, tourism and emergency management programs.
- **Media and Communications Advisor.** This Business unit is responsible for communications and community engagement activities including media release, website, social media and engagement tools and advice.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Tertiary qualifications in a field relevant to the key functions of this Directorate.
- Significant experience in a senior management position relevant to this role.
- Proven capacity to analyse, articulate and contribute to strategic and policy development and the implementation of effective business improvement and change management initiatives.
- Strong leadership capabilities with ability to effectively lead, motivate and coach a team towards achieving operational and strategic objectives.
- Demonstrated service delivery and community engagement experience and high-level communication skills including advocacy, negotiation, and conflict resolution.
- High level critical thinking and problem-solving ability with the capacity to solve complex and diverse issues in a timely and professional manner.
- Proven ability to operate in a complex political environment.
- Competent computer skills in the use of Microsoft application packages.

Licences




- A current driver's licence.
- A Working with Vulnerable People and a National Police check.


Desirable

- Previous experience working in a local government environment at a senior level.

LEADERSHIP COMPETENCIES

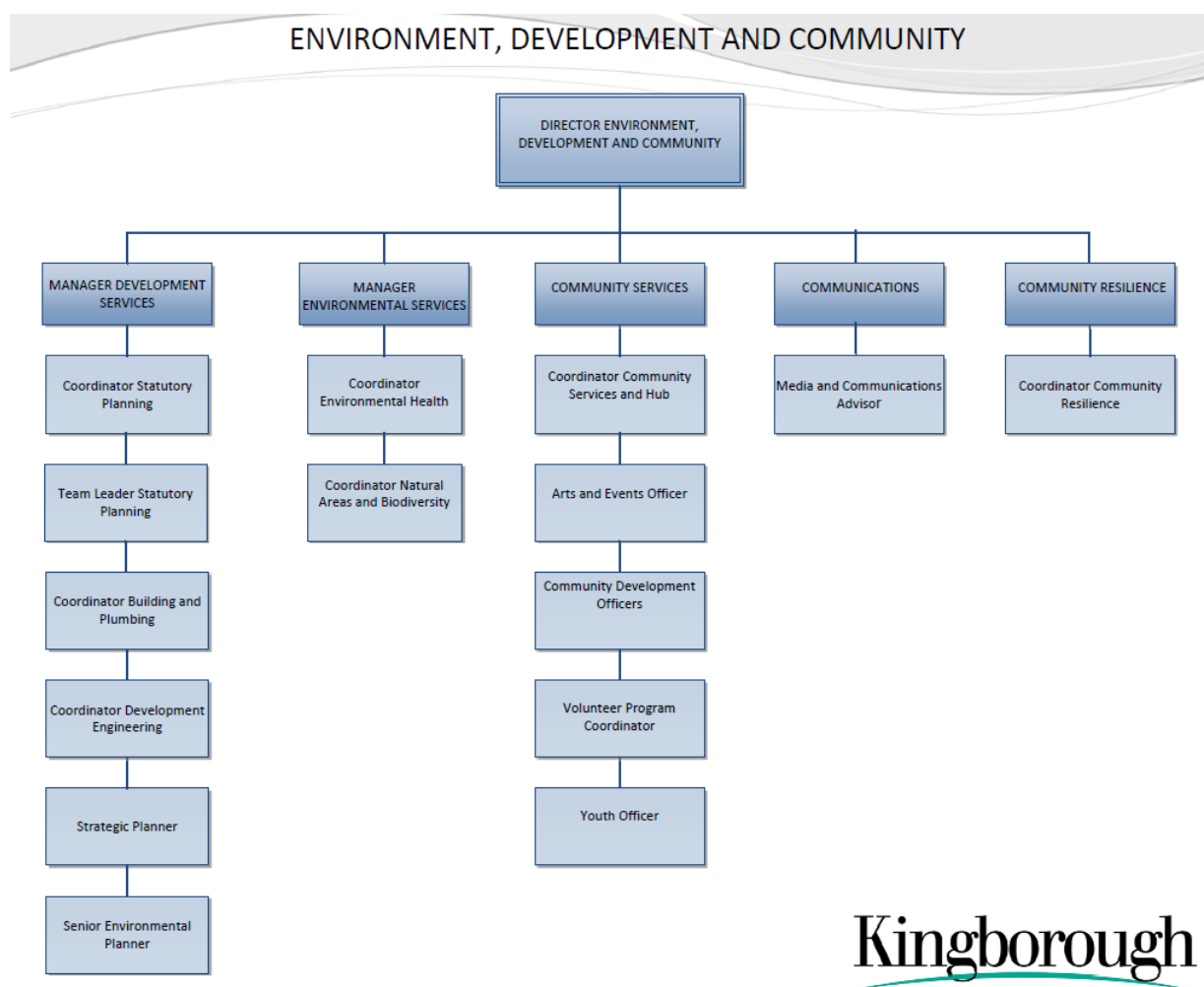
The following leadership competency profile applies to all senior leadership positions in Council. Senior leaders are expected to be a positive role model and to demonstrate a commitment to Council's leadership competencies, behaviours and values.

Capability Group	Descriptor
 <p>Lead and Manage People</p>	<p><i>Engage and motivate staff, develop capability and potential in others by:</i></p> <ul style="list-style-type: none"> • Building an environment of trust and resilience and being dependable as a leader; • Clearly defining roles and responsibilities; • Knowing each team member's strengths, weaknesses, goals and concerns and helping our people to be the best that they can be; • Having difficult conversations regarding poor or ineffective performance; • Sharing expectations with your team and managing expectations around organisation and team needs; and • Being self-aware of the impact our words and our behaviour has on others.
 <p>Inspire and Recognise</p>	<p><i>Communicate organisational vision, purpose, goals and priorities and recognise achievements by:</i></p> <ul style="list-style-type: none"> • Explaining the organisation's vision and purpose and how the team's work relates to this; • Role modelling the values and behaviours we want to see in our people; • Keeping the team informed with organisational policies, processes, procedures and decisions; • Valuing diversity, that we are all different and that we all bring something different to the team; • Broadening our team's horizons to see how others do things; • Facilitating opportunities to recognise and reward the team and individual efforts and performance; and • Encouraging the team to be accountable and own up to mistakes, share, reflect and learn from them.
 <p>Optimise Workforce Contribution</p>	<p><i>Recruit and deploy people effectively and apply sound workforce planning principles by:</i></p> <ul style="list-style-type: none"> • Recognising the risks that exist and engaging with our people to put effective controls in place; • Understanding and articulating community needs and expectations to the team; • Leading and implementing change effectively; • Reviewing and improving our processes to ensure they enable us to do our work efficiently and effectively; • Allocating work tasks appropriately to make the best use of the skills and strengths in the team; and • Ensuring team members make effective and efficient use of their time.

 <p>Effectively Communicate and Engage</p>	<p><i>Initiate, support and champion communication and assist others to engage using effective communication methods by:</i></p> <ul style="list-style-type: none"> • Facilitating two-way communication and providing timely feedback to staff on their ideas, questions and concerns; • Tailoring messages to suit the needs of a range of different audiences so that they listen, understand and buy in; • Collaborating with others to understand what each of us need to do to provide agreed services to our customers and other stakeholders; • Using critical and reflective thinking and questioning to facilitate problem solving, learning and improvement; and • Facilitating the development of effective relationships to improve the way we work together.
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ORGANISATIONAL CHART

The Directorate has an approximate FTE of 47.



The Recruitment Process

How to apply for the position

- Apply by submitting your application online through the Employment Portal on Council's website at www.kingborough.tas.gov.au.
- Your application should be addressed **"Confidential Job Application, Director Environment, Development and Community, Position Number 000003"**.
- Your application should include your resume and a separate written statement addressing the selection criteria, (refer page 4).
- Applications close at 4pm on Monday 22 August 2022.
- For further information about this role and before submitting your application, we encourage you to contact:

Mr Gary Arnold
General Manager
Kingborough Council
On (03) 6211 8274 during business hours.

The Recruitment Process

The recruitment process will include the following:

- Shortlisting of candidates
- First stage interviews, followed by a further shortlisting process
- Second stage interviews
- Referee checks
- Pre-employment checks including a National Police check and health assessment.