



Position Description

Manager City Strategy, Design and Sustainability

Position Title: **Manager City Strategy, Design and Sustainability**

Reporting Relationship: General Manager City Growth & Organisational Performance

Position Context: The City Strategy, Design and Sustainability Department has five teams:

1. City Strategy
2. City Policy
3. City Design
4. Sustainability Policy
5. Sustainability Programs

The role

The primary objective of the City Strategy, Design and Sustainability Department is to lead and embed integrated strategic planning, design and programs across the municipality through priority areas such as housing, growth, heritage, environmental sustainability and urban design.

Council is well recognised as a leader in these areas and their relative importance is reflected in the Council Plan and Budget. There is also a high level of community engagement on these topics and high expectations of what can be achieved particularly through planning and sustainability.

As a result, this role needs to cover a range of subject matter expertise and be able to provide guidance and effectively communicate to varying audiences and maintain diverse internal and external stakeholder relationships.

This role provides strategic leadership to the City Strategy, Design and Sustainability Department as well as across the organisation to respond to the above challenges and operating environment.

A key priority will be working with the team to ensure the Department is well positioned to deliver on the new Council Plan and deliverables.

Accountabilities

- Lead the planning, development and delivery of integrated urban planning, housing, heritage, sustainability and urban design policy, projects and priorities to support Council and the community, the Leadership Network and staff across the organisation.
- Lead the implementation of legislative and regulatory change relating to the Planning and Environment Act 1987 and related legislation.
- Oversee Council's strategic planning function and the management of the Port Phillip Planning Scheme and Municipal Planning Strategy, to ensure an effective framework of local policy and controls to manage growth and support healthy communities.
- Lead the whole-of-organisation response to climate change and improve environmental sustainability outcomes for Council and the community.
- People leadership of the City Strategy, Design and Sustainability Department, with a focus on managing people with care and empathy, strong communication and emotional intelligence.



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- Provide accurate and timely advice to the community, Councillors, executive team, managers, supervisors and staff across the organisation.
- Manage complex and sensitive issues, often with high levels of community or staff interest.
- Build and successfully manage strategic relationships with key external stakeholders.
- Achieve Council, organisational and departmental goals and objectives in line with budgetary, quality and time constraints.
- Be an organisational leader and advocate for Community First, Council and organisational priorities, and organisational change and improvement.
- Sound management of projects, programs, resources, people, and risk.
- Undertake senior level relationship and stakeholder management.
- Excellence in customer service.

Qualifications and Experience

- Relevant tertiary qualifications in strategic planning, architecture, urban design, landscape architecture, sustainability, transport or project management are desirable.
- Post-graduate qualifications in the above and/or management/leadership are highly regarded.
- Senior level management experience in understanding and applying contemporary best practice in strategic planning, sustainability and urban design, and interpreting and applying relevant legislation highly regarded.

Child-Safe Standards

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health & Safety

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.



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Key Selection Criteria

- An energetic, engaging and positive leader and team player with a track record of building high-performing teams that are aligned, engaged, and collaborative, while also contributing to broader organisational leadership, transformation and culture.
- Demonstrated experience at a senior level of leading design, strategic planning, sustainability or related functions in a mid-sized to large organisation.
- Proven experience developing a positive rapport and collaborative relationships with internal and external stakeholders to achieve strategic goals within a highly political and complex environment.
- Demonstrated understanding of the issues facing the Council and a strong commitment to continuous improvement, community engagement, enterprise project management and customer service, whilst maximising organisational and community benefit from scarce financial and other resources.
- Excellent strategic, conceptual and lateral thinking skills, with a proven ability to analyse complex situations, develop creative solutions and achieve defined program/project outcomes.
- Superior interpersonal, negotiation, written communication and presentation skills including the demonstrated ability to skilfully communicate complex issues and ideas to a variety of audiences.
- Applied knowledge of integrated urban planning, sustainability and urban design issues, particularly those related to strategic planning, heritage, climate change, integrated water management, design, urban renewal and place-based strategies.