

CANDIDATE PACK

Manager Planning and Development

Charters Towers Regional Council



CONTACT

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Message from the CEO

Charters Towers is an exciting place to be at the moment with unparalleled development activity and projects underway, together with associated community building.

Coupled with this, Council has a unique opportunity to support our people and our organisation by articulating a clear vision, developing a positive and nurturing culture, and articulating purpose and priorities.

My leadership ethos is based on the following key aspirations:

- Communication - you will be committed to clear, concise, and honest communication with all staff and Councillors as well as being a good listener.
- Empowerment - you will be willing to let go of the reins and empower your teams to excel at what they do best while providing advice, support, and removing barriers.
- Caring Culture - you will create an environment where everyone's opinion is valued and heard and will put health, safety, and happiness first.
- Continuous Improvement - you will always be looking to improve the way we do things and provide opportunities for cross-team collaboration to achieve change over time.
- Ethics and Integrity - you will demonstrate strong moral principles such as respect, impartiality, social responsibility, transparency, and honesty.

If you believe that you would thrive, add value and contribute to this vision for our organisation, I encourage you to apply for this role.

Thank you for considering this opportunity.

Martin Drydale
Chief Executive Officer



Martin Drydale
Chief Executive Officer

Contents

<u>The Role</u>	3
<u>Salary Package Information</u>	9
<u>About the Region</u>	10
<u>Living in the Region</u>	13
<u>Recruitment Timeframes and Process</u>	16
<u>Contact</u>	18
<u>Attachment: Position Description</u>	

We respectfully acknowledge Gugu Badhun, Gudjala, Jangga, Birriah and Warrgamay as the Traditional Owners of the Charters Towers Region, the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Charters Towers is in the north-eastern region of Queensland, approximately a 90-minute drive from Townsville. It offers a relaxed and friendly lifestyle, with a warm and dry climate that is ideal for outdoor activities. Residents enjoy a range of amenities, including shops, cafes, parks, and recreational facilities. The town also has a strong community spirit, with regular events and festivals that bring people together. Overall, living in Charters Towers offers a peaceful and enjoyable experience, with a unique blend of history, nature, and modern conveniences.

Position Overview

The Manager Planning and Development is responsible for providing strong leadership and strategic direction across planning, economic development, regulatory services, and compliance functions within Charters Towers Regional Council. The role requires the management of resources, overseeing development applications, and ensuring high-quality community engagement and service delivery, all while fostering a positive and innovative department culture.



Key Responsibilities

- Lead and develop a high-performing team, ensuring a strong customer service focus and fostering a positive, collaborative culture within both the planning and regulatory teams.
- Oversee the council's role in preparation and management of renewable energy projects to support the Council's sustainability goals.
- Conduct a comprehensive review and optimisation of the Development Application (DA) process to improve efficiency and outcomes.
- Provide strategic and operational support to senior management, contributing to organisational improvements and long-term planning.
- Ensure compliance with relevant legislation and deliver high-quality service to the community and stakeholders.



Key Projects

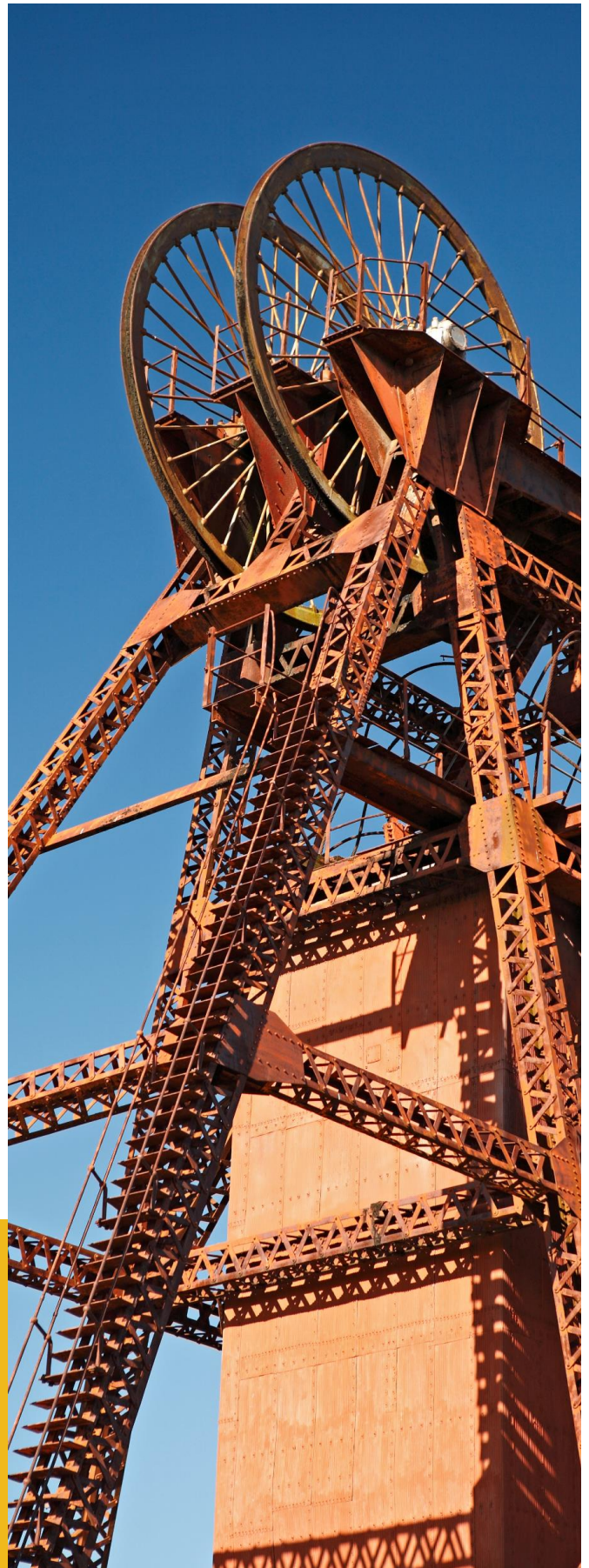
The Manager Planning and Development will be involved in several internal projects including:

- Updating and amending the current planning scheme to align with current legislation and community needs.
- Developing and reviewing the infrastructure charging framework to ensure it supports sustainable growth.
- Leading the transition of council's TechnologyOne enterprise software to a cloud-based upgraded version to enhance operational efficiency.

Opportunities & Challenges

The Manager Planning and Development role presents both exciting opportunities and significant professional challenges. One of the key challenges is managing compliance activities, particularly in balancing regulatory obligations with efficient service delivery. Working closely with the Compliance Officer, ensuring adherence to local laws while maintaining high customer service standards will require strong leadership and oversight. Additionally, the ongoing growth in industry and population poses both an opportunity and a challenge, as the need for efficient development planning services, well-planned infrastructure and sustainable development continues to rise.

Opportunities in this role include the potential to shape and support large-scale projects, such as the Greenvale Defence Project (ASMTI), where essential infrastructure will be critical for success. The role also offers the chance to engage with the proponents and community on renewable energy developments in the region, an exciting and evolving area that will allow the department to contribute to innovative and sustainable solutions for the region's future.





Stakeholder Engagement

The Manager Planning and Development will play a key role in stakeholder engagement, handling community concerns and ensuring effective communication with residents and businesses. With a new Mayor focused on active community engagement, the Manager will lead consultation meetings and work closely with stakeholders to address issues, gather feedback, and ensure the Council's initiatives align with community needs and expectations.

The Team

The Manager Planning and Development oversees a team of eight direct reports, including an Economic Development Officer, Regulatory Services Coordinator, Plumbing and Trade Waste Inspector, Planning and Development Compliance Officer, and two Administrative Officers, with two vacant Planner positions. This diverse group of employees, from varying backgrounds and experience levels, works well together, fostering a collaborative and supportive environment. They are highly capable and dedicated to delivering results, making them a strong and effective team for achieving the department's goals.

The Culture

Charters Towers Regional Council has a positive culture that is characterised by an authentic, personal connection born from living in a tight-knit community.

The team has strong, established relationships, with regular social club and staff gatherings. This is underpinned with the CEO's commitment to ensuring safety and a positive culture within the organisation.



Qualifications, Skills & Attributes

- Relevant tertiary qualifications in urban planning, economics, or a related field.
- Proven experience in leading and managing teams in areas such as economic development, planning, and regulatory services.
- Expertise in developing and implementing strategic and operational plans aligned with organisational goals.
- Ability to drive and manage change and continuous improvement initiatives effectively.
- Strong skills in engaging with the community and stakeholders to provide high-quality customer service and expert advice.
- Competence in managing financial, human, and physical resources, including budget preparation and monitoring.



Council Employee Benefits

Charters Towers Regional Council offer challenging and rewarding career paths that encourage improvement, employee development, training and career progression. They understand the importance of family life and the needs of employees looking for a work/family life balance.

Salary Package Information:

- Base Salary: \$140,000
- 12% Superannuation
- Council provided vehicle
- Relocation Assistance per Council policy

Further benefits of the role:

- Salary Packaging
- 17.5% Annual Leave Loading
- Five weeks Annual Leave
- 15 days Personal Leave
- Employee Assistance Program (EAP)
- Development and training opportunities
- Council supplied mobile phone
- Professional Association Membership

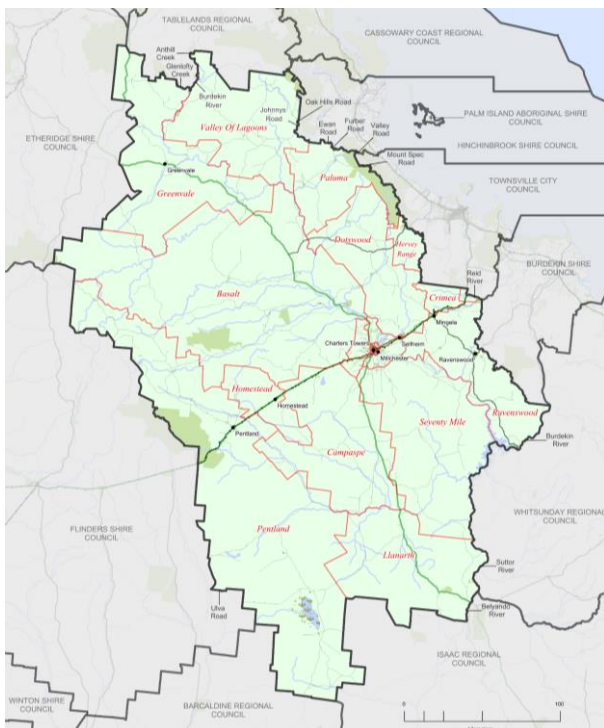
[Discover more about working for Charters Towers Regional Council.](#)



About Council

In the heart of North Queensland, covering over 68,000 km² (about the size of Tasmania), Charters Towers is a productive agricultural and mining region with a rich gold mining history, beautiful heritage buildings, natural attractions and a strong community.

The Charters Towers Regional Council area is situated in North Queensland, positioned around 480 kilometres south of Cairns CBD and 1,300 kilometres north of Brisbane CBD. The area is enclosed by several adjacent regions, such as the Tablelands Regional Council in the north, Hinchinbrook Shire, Townsville City, Burdekin Shire and the Whitsunday Regional Council area in the east, the Isaac Regional Council and the Barcaldine Regional Council in the south, and Flinders Shire and Etheridge Shire in the west.



Spanning across an area of approximately 68,580 square kilometres, the Charters Towers region is home to a population of 11,923 individuals. According to the employment industry sectors in 2021, the dominant sectors in the region are education and training, healthcare and social assistance, and agriculture, forestry, and fishing.

As a vast regional hub with a rich history and a thriving community, Charters Towers is renowned for its significance in the mining and beef industry, as well as its prowess in education. Additionally, the region is a popular destination for outback tourists seeking a memorable experience.

Links to Council Information





About Council

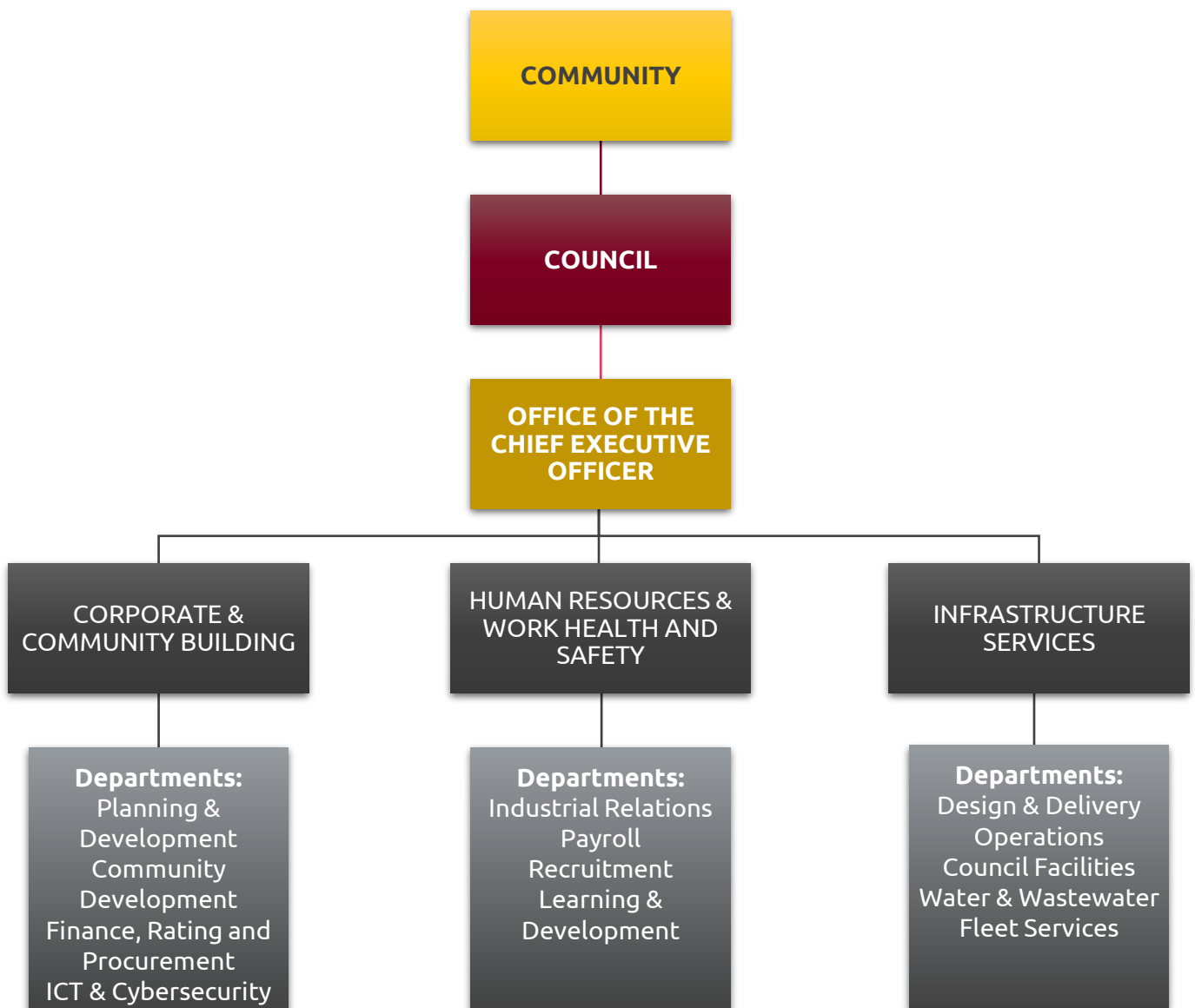
Charters Towers Regional Council is a local government authority that serves the communities of Charters Towers and its surrounding areas in North Queensland, Australia. The council's current corporate plan focuses on providing essential infrastructure, services, and programs that promote the region's economic growth, social wellbeing, and environmental sustainability. This includes initiatives to enhance tourism, support local businesses, and improve community facilities and amenities.

Council's vision:

"We are a Council that is committed to the continuous improvement and sustainable future of our region and our communities"



Organisational Structure





Living in the Region



Housing

The current median purchase price for a 3-bedroom house is \$237,500 with a median rental price of \$310 per week.



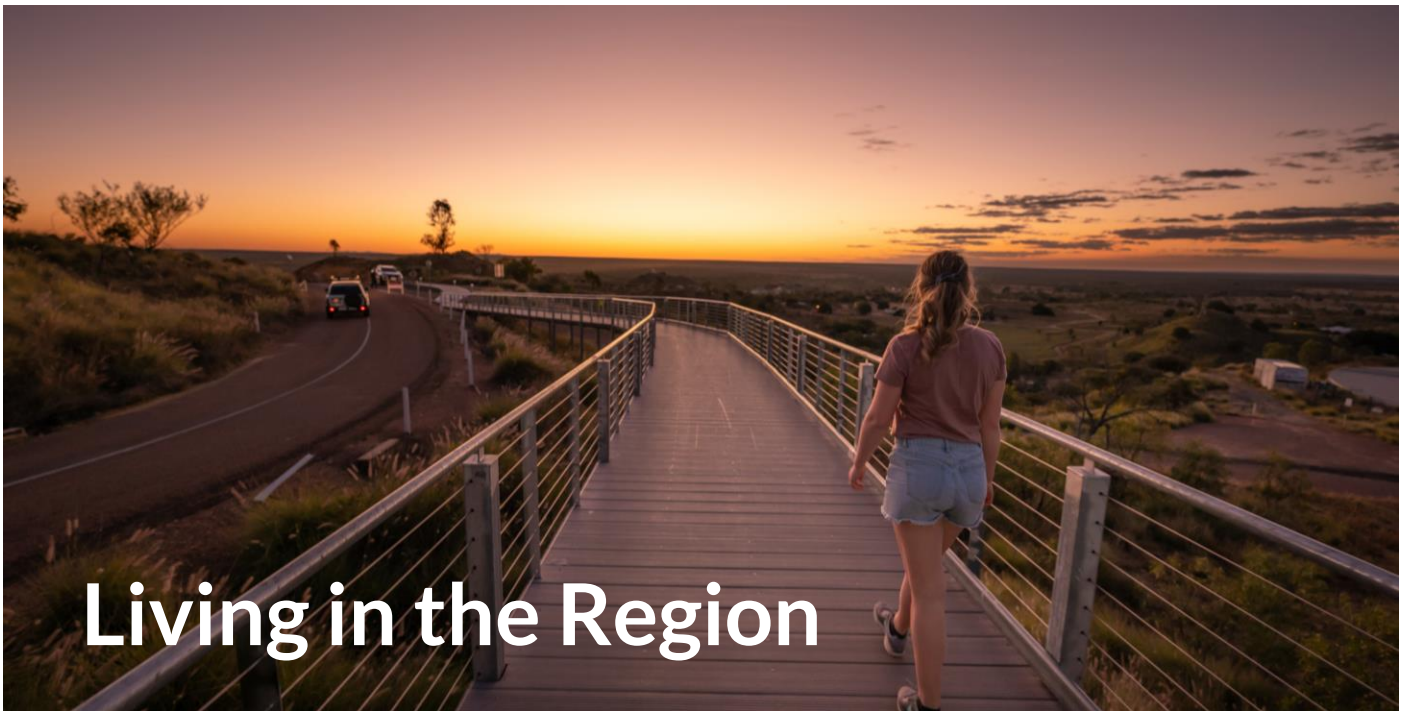
Educational Facilities

The Charters Towers Regional Council area has a range of educational facilities available to its residents, there are three public primary schools in the area and one public high school as well as three private primary and high schools. There is also a campus of TAFE Queensland in Charters Towers that offers a range of vocational education and training programs. Overall, the Charters Towers Regional Council area offers a range of educational facilities to cater to the needs of students of all ages and levels.



Healthcare

There are excellent medical facilities in the region including Charters Towers Hospital, community mental health, aged care facilities, and community health services. Overall, the Charters Towers Regional Council area offers a range of hospitals and healthcare facilities to meet the needs of its residents. In addition to the services mentioned above, there are also several allied health providers, specialist medical practices, and other health-related services available in the area.



Living in the Region



Shopping & Dining

Charters Towers and surrounding areas offer a unique shopping experience, from gifts and kitchenware, jewellery and fashion, to camping gear and electronic equipment. There are plenty of choices where you can uncover a hidden treasure amongst the many quirky art and antique stores and excellent aboriginal art crafted by very talented local indigenous artists.



Sports & Recreation

The region boasts a wide variety of leisure and recreational activities including a water park, community pools, a skate park, Dave Chapman Park and Weir Recreation and the Towers Hill Walking Track, just to name a few. There are many sporting clubs in the region including golf, bowls, tennis, rugby league, netball, and a host of other clubs to cater to the interests of the region's residents.



Getting Around

The Charters Towers Regional Council area offers a range of transport options to meet the needs of its residents, including road, bus, taxi, and air transport. The main form of transport in the region is via the road network, the Flinders Highway passes through the region, connecting Charters Towers to major cities such as Townsville, which is approximately 130km to the east.



**Charters Towers
Lifestyle & Liveability**

Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Relevant tertiary qualifications in urban planning, economics, or a related field.
- Proven experience in leading and managing teams in areas such as economic development, planning, and regulatory services.
- Expertise in developing and implementing strategic and operational plans aligned with organisational goals.
- Ability to drive and manage change and continuous improvement initiatives effectively.
- Strong skills in engaging with the community and stakeholders to provide high-quality customer service and expert advice.
- Competence in managing financial, human, and physical resources, including budget preparation and monitoring.



Application Period

- Week commencing 30 September 2024



Closing Date of Applications

- 5pm Monday 21 October 2024



Initial Assessment

- Week Commencing 21 October 2024



Council Interviews

- Week commencing 28 October/4 November (dependent on availability)

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Consultant Support: Direct access to our consultants throughout the application process. • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine applicants that match the requirements for the role. • Online Interviews: Initial online interviews with our consultant to create a longlist of candidates. • Feedback on your Progress: If you are unsuccessful in your application, we will provide you with feedback and suggestions for other suitable roles.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Interview Preparation: Assistance with interview prep, including technical setup and briefing. • Facilitated Interviews: Our consultants may assist with client interviews, either online or in-person, to provide guidance throughout the process. • Post-Interview Feedback: We gather your perceptions and provide feedback as a priority once received from the client.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Verification Checks: Our verification checks are simple, undertaken online, and sent via email for completion. These include: <ul style="list-style-type: none"> ◦ Psychometric Assessments (if required) ◦ Reference Checks ◦ Criminal History and Right to Work (Visa) Checks
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation Process: Transparent and mutually beneficial negotiations. • Direct Engagement: We encourage direct engagement between you and the council for contract exchange and onboarding discussions.
Week 6 to 8 Project Finalisation & Post Placement	<ul style="list-style-type: none"> • Final Feedback: Comprehensive feedback. • Future Opportunities: If you are unsuccessful and open to further opportunities, we will identify additional roles and move you into our Talent Pool for ongoing support and exploration of suitable positions.
Post Placement	<ul style="list-style-type: none"> • Regular check-in calls on the first day, the second week, at the end of the first month, the third month, the sixth month and at 12 months.



Angie Simmonds

Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

POSITION DESCRIPTION

Position Title:	Manager Planning and Development
Position Number/s:	COM-160
Employment Type:	Executive Contract
Directorate:	Community Building
Location:	Charters Towers

POSITION OBJECTIVE

Provide strong, decisive leadership, guidance, and support to the Planning and Development Department in relation to regional planning and development, building, plumbing and drainage compliance, heritage management, local laws, and regulatory services to ensure Council achieves a professional portfolio.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Executive Manager Community Building
Directly Supervises:	Regulatory Services Coordinator, Rangers, Planners, Plumbing and Trade Waste Inspector, Planning and Development Compliance Officer, Administration Officers

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

KEY RESPONSIBILITIES

1. Provide strategic and technical leadership on planning, building and regulatory services across Council to meet legislative, policy, strategic and compliance obligations.
2. Oversee the lodgement of building and development applications.
3. Lead the certification and enforcement of all building services as well as manage Council's trade waste environmental management policy and design of onsite sewerage systems for landowners.
4. Provide expert advice in relation to planning, building, regulatory and environmental matters to ensure high quality customer and community engagement.
5. Deliver high level support to the Executive Manager Community Building as well as the Executive Leadership Team as a whole.
6. Undertake regular strategic and operational planning and reporting to track portfolio progress.
7. Develop the department's business plan, and appropriate policies and frameworks/systems aligned to Council, community, and customer needs.
8. Drive positive change and continuous improvement within the department in the pursuit of innovation.
9. Build a positive workforce environment and culture with a focus on performance and the building of workforce capability.
10. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.
11. Represent and promote the Planning and Development Department, Community Building Directorate and Council within the community, business sector, other local authorities, government agencies and broader environment to build and maintain positive working relationships.

POSITION DESCRIPTION

12. Model the highest standards of personal and professional conduct and demonstrate Council values and behaviours.
13. Comply with Council's Workplace Health and Safety Management System including WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace.
14. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

Leadership:

Successful experience in providing strong, decisive leadership and management of one or more of the following:

- Regional planning and development
- Building, plumbing and drainage compliance
- Heritage management
- Local laws and regulatory services

Participate as an active member of Council's Management Leadership Team (MLT).

Strategic Management:

Experience in (or ability to develop capability) developing an Organisational Department and contributing to a Directorate and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks, and the development of appropriate policies and systems.

Change Management:

Experience (or ability to develop capability) in implementing successful change and continuous improvement within a significant service delivery area pursuing innovation and excellence in service delivery.

Community and Customer Service:

Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service

Workforce Management:

Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.

Managing Resources:

Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.

Representing Council:

Experience in (or ability to develop capability) representing and promoting a critical service delivery function within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.

Time Management:

Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.

Financial Management:

Prepare or provide input into the development of the Planning and Development Department budget. Monitor and advise Executive Manager Community Building on progress against budgetary expenditure in areas of financial responsibility.

POSITION DESCRIPTION

Records Management:

Responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures and ensuring records are captured in the authorised recordkeeping system.

Qualifications, Training and Development:

Qualifications and development demonstrably relevant to the functions and activities of the town planning will be highly regarded.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- This position may be required to work in an outdoor environment exposed to inclement weather.
- This position requires the incumbent to undertake periodic field visits.
- This position will be required to travel.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

CEO: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____