



Our Wyndham
Towards 2040



DIRECTOR

PLANNING & LIVEABILITY

Position Snapshot

Be bold and creative in this rare opportunity to join Wyndham City as the Director Planning and Liveability and establish our region as a world-leader in urban design and liveability.

As a key member of our Executive team, you will take responsibility for the future of the City's design – working collaboratively with diverse stakeholders, including developers, community representatives, VPA and other government authorities, to execute and instil a sense of beauty, place and pride across all of Wyndham's established and emerging activity centres and neighbourhoods.

You will take a lead role in executing and delivering our recently adopted Urban Framework and Smart City Strategy, seeking to establish Wyndham as a world-leader in contemporary and purposeful city design.

Make a difference, shape the future of Melbourne's New West.

As part of the Executive Leadership Team, shape a strategic vision and inspire an organisational culture that delivers *Our Wyndham, Towards 2040* and high-quality services and outcomes for the community.

Tenure: Full-time, performance-based, up to 5 year contract

Your Directorate

Function	Purpose
City Transport	Integrated transport planning and delivery working in partnership with key agencies. This includes active transport, management of traffic congestion and transport connections. Includes: Transport Planning, Traffic and Transport, Walking and Cycling, Active Transport, Mobility as a Service.
Economic Growth, and Industry Facilitation	Driving economic growth through the implementation of Wyndham's Economic Development Strategy and business development programs to create sustainable local employment pathways. Includes: Economic Development, Development Facilitation, Wynnovation business forum
Urban Futures	Integrated planning and design to enhance liveability through high quality neighbourhood and urban outcomes. This includes growth areas, urban renewal and the green wedge. Includes: Planning Policy and Projects, Strategic Planning, Social Planning, Open Space Planning and Developer Contributions Unit (virtual team).
Vibrant City Centres	Urban renewal and revitalisation specifically focussed on Activity Centres to enrich their status with vibrant streetscapes, public spaces and businesses. Includes: Place Making, Business Support, Retail Investment Community Development and Activation, Access, Movement and Circulation.

Environment and Water	Environment and sustainability planning and delivery including community mobilisation. This includes coasts and rivers, climate change, conservation and energy efficiency. Includes: Environment and Sustainability Water and Coastal Planning and Engagement, Integrated Waste Management, Community Engagement and Education, Tree Policy and Strategy Development, Foreshore Precinct, Flood Management, Drainage and Stormwater
Planning & Building	Deliver and continuously improve services tailored to meet customer needs meeting statutory requirements, providing timely approvals for economic and residential development, and ensuring good decision quality. Includes Statutory Planning and Building Services
Arts, Events and Cultural venues	Supporting the development of a rapidly developing creative and arts community and providing points of access, participation and connection for the broader community, coordinating several venues that provide arts, cultural programs, venue hire services and hospitality services, and producing Community, Civic and Corporate Events.
Directorate Budget	\$28M
Directorate FTE	246
Delegated Authority	Financial delegated authority of up to \$500,000

Your Sphere of Influence and Key Relationships

Reports to	Chief Executive Officer
Internal	Mayor and Councillors Executive Team Planning & Liveability Management Team Senior Management Team
External	Federal and State Politicians Government Agencies and Authorities (State and Federal) Local Government Bodies and Professional Associations Business and Community Leaders Council Committees Wyndham Community Service Providers and Consultants

Your First 12 Months

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- To be determined with the successful applicant.

Leading Our Wyndham, Towards 2040

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focussed on the vision: *Our Wyndham, Towards 2040*.

Your Personal Attributes

Competencies	<ul style="list-style-type: none">▪ Strategic thinker – you are able to create and articulate a shared vision that inspires and influences staff and Councillors to achieve the organisational vision and meet community aspirations.▪ Innovator – you are able to foster a creative and dynamic environment that facilitates innovative problem solving and drives efficiencies, a high performance culture and excellence in service delivery.▪ Communicator – you are able to develop and maintain positive relationships with key stakeholders and create a culture of proactive, inclusive, respectful and courageous communication. You also have a high degree of political acumen and approach all situations and relationships with a clear perception of the political context and reality.▪ Leader – you lead by example and are able to inspire and motivate staff to live the organisational values, strive for excellence and embrace continuous improvement, self-awareness and life-long learning.▪ Change agent – you are agile and comfortable with change and you are able to manage, support and motivate staff through change to achieve benefits for the organisation and the community.▪ Team player – you strongly support a collaborative culture and you are able to motivate, empower and challenge staff and Councillors to work as part of dynamic teams to achieve great things for the community.
Qualifications	<ul style="list-style-type: none">▪ Relevant tertiary qualifications in a related field and preferable additional studies in business, urban planning and/or management
Experience	<ul style="list-style-type: none">▪ Demonstrated senior level experience in a complex and challenging organisation and management of a large multi-disciplinary team▪ Proven ability to establish and lead a high performance management team to deliver organisational change and innovative service and business improvements▪ Significant experience in urban and regional planning, place making and urban design, preferably in a metropolitan or high-growth area▪ Proven ability to establish and lead a high performance management team▪ Experience in driving and leading a customer or community centric service model to achieve best value and excellence in service delivery▪ Track record of effective engagement with government agencies, industry and professional associations, business groups and the wider community▪ Demonstrated experience in undertaking or leading advocacy activities to achieve positive outcomes that align with strategic goals



Specialist skills and knowledge	<ul style="list-style-type: none"> ▪ Sound knowledge of, and excellent ability to interpret and apply, Federal, State and Local legislation and policy in relation to strategic planning, environment, transport and economic development ▪ Demonstrated skills in project management, strategy development and service planning ▪ High-level knowledge in the area of urban and regional planning and place making
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Your Key Responsibilities

Strategic	<ul style="list-style-type: none"> ▪ Contribute to the strategic direction of the organisation, ensuring programs enable the sustainable achievement of Council objectives and the aspirations of the community ▪ Undertake and drive sound service planning, ensuring decisions are informed, strategic and integrated across the organisation ▪ Develop and manage business plans and budgets incorporating broad organisational priorities, goals and objectives that deliver on the City Plan and <i>Our Wyndham, Towards 2040</i> ▪ Apply understanding of the political, social and legal environment and organisational context of Council to all initiatives and actions ▪ Provide peak level advice to Councillors and the CEO as well as direction within the organisation about the planning and management of City Design & Liveability functions ▪ Build and leverage key political and stakeholder relationships to strategically advocate for the Wyndham community, acting as a spokesperson for Council in its dealing with key stakeholders, government agencies, the community and media (under delegation) ▪ Identify strategic threats and opportunities which could impact the organisation and participate in developing and implementing mitigating responses.
Corporate	<ul style="list-style-type: none"> ▪ Live the City of Wyndham values and management behaviours, at all times setting a strong example ▪ As part of the Executive Leadership Team inspire an organisation culture that rewards innovation, continuous improvement and service excellence ▪ Work across the organisation to secure cross-divisional cooperation and collaboration to achieve best value for money and high quality outcomes for the community ▪ Build a community first focus that encourages positive and proactive communication and interaction with all community members and stakeholders ▪ Represent the organisation at formal ceremonies and events on all occasions ensuring a high and appropriate public profile
Divisional	<ul style="list-style-type: none"> ▪ Lead and manage the strategic policy direction, planning and implementation of the Planning & Liveability portfolio ▪ Drive long-term planning for the future growth and development of vibrant and prosperous neighbourhoods, urban areas, activity centres in the City of Wyndham ▪ Anticipate challenges and opportunities, and lead an effective response to enhance the health, sustainability and liveability of the City and its environs ▪ Provide consistent and thoughtful leadership to the directorate to enable departments to excel in their activities and functions ▪ Develop, mentor and empower staff to build leadership capacity and a high-performance culture

	<ul style="list-style-type: none"> ▪ Oversee and review directorate managers and team performances in line with service planning, City Plan objectives and <i>Our Wyndham, Towards 2040</i> ▪ Lead and coordinate the effective, efficient and sustainable management of the human, physical, financial and information resources of the division ▪ Implement a best value philosophy to service delivery and continuous improvement across the directorate ▪ Ensure the directorate is responsive, open and engaging to the needs, concerns and aspiration of the community
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Shared Organisational Responsibilities

Organisational Values	<ul style="list-style-type: none"> ▪ Uphold and promote Council's values
Health and Safety	<p>Ensure senior leaders prioritise satisfying the requirements of the organisational Health and Safety Policy, the Safety Management System and consistently demonstrate "leading by example" to staff, contractors and visitors consistent with a mature and effective safety culture. This may include supporting and monitoring Health and Safety initiatives, continuous improvement, and acknowledgment of good safety practice throughout your Directorate.</p> <p>These responsibilities should include (but not be restricted to):</p> <ul style="list-style-type: none"> ▪ Holding staff in senior leadership roles accountable for proactively managing Health and Safety matters within their areas ▪ Sponsoring adherence to a Safety-First culture by regularly participating and contributing to organised events which promote Health, Safety and Wellbeing ▪ Knowing, discussing and encouraging improvement of Health and Safety KPIs
Policies and Procedures	<ul style="list-style-type: none"> ▪ Undertake responsibilities in line with all Council policies related to the position including: Equal Employment Opportunity, Record Keeping, Procurement, Staff Management and Community Engagement.
Legislative Framework	<ul style="list-style-type: none"> ▪ Complete responsibilities of this position in line with the relevant legislative framework for the directorate ▪ Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the directorate
Risk Management	<ul style="list-style-type: none"> ▪ Adopt a proactive risk management approach to all Council activities that the directorate is responsible for and in accordance with Wyndham's Risk Management Policy ▪ Create an environment where managing risk is accepted as the personal responsibility of each employee

Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

Office Duties	<ul style="list-style-type: none">▪ Sitting at a workstation on an adjustable office chair, general office based work, using a computer for up to one hour at a time, followed by a break▪ Includes general office based work such as handling files, various paperwork, attending phone calls and customer enquiries
Driving	<ul style="list-style-type: none">▪ Required to drive private or Council owned vehicle
Other	<ul style="list-style-type: none">▪ Driving Private/Council owned vehicle/s whilst carrying out the responsibilities of the position

Selection Criteria

- Relevant tertiary qualifications in a related field and preferable additional studies in business, urban planning and/or management
- Demonstrated senior level experience in a complex and challenging organisation and management of a large multi-disciplinary team
- Significant experience and high level technical skills in urban and regional planning and place making, preferably in a metropolitan or high-growth area
- Proven ability to establish and lead a high performance management team
- Track record of effective engagement with government agencies, industry and professional associations, business groups and the wider community
- Experience in driving and leading a customer or community centric service model to achieve best value and excellence in service delivery
- Demonstrated experience in undertaking or leading advocacy activities to achieve positive outcomes that align with strategic goals
- Sound knowledge of, and demonstrated excellent ability to interpret and apply, Federal, State and Local legislation and policy in relation to strategic planning, environment, transport and economic development
- Demonstrated skills in project management, strategic planning and service planning

People Services – Internal Use Only	
<i>Position Number(s):</i>	202440
<i>PD Current as at:</i>	9 January 2024

How to Apply

Position description can be obtained online by visiting www.peterwilliampartners.com/job-applications/

Applications must include resume and a one page cover letter outlining your expression of interest and relevant expertise for the position, attached as MS Word or PDF, to be submitted via info@peterwilliampartners.com. If you experience any difficulty in lodging your application, please contact: info@peterwilliampartners.com

Enquires: Dean Unkles, Managing Partner, Peter William Partners
+61 433 822 718 | dean.unkles@peterwilliampartners.com

Queries close: 12pm AEDT Tuesday 13th February 2024

Applications close: 5pm AEDT Thursday 15th February 2024

Peter William Partners have been exclusively retained by Wyndham City Council to deliver this executive search. Any unsolicited applications will be redirected to Peter William Partners and managed via the campaign. This position is only open to applicants with relevant rights to work in Australia.

