

Position Description

Position Title	Manager City Future
Position Number	MPSA01
Directorate	Planning & Development
Business Unit/s	City Future
Reports to	Director Planning and Development
Classification	Level 10 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:



Approachable
We are welcoming, respectful and work collaboratively towards our shared goals.



Responsive
We understand our Community needs and are proactive to achieve positive outcomes.

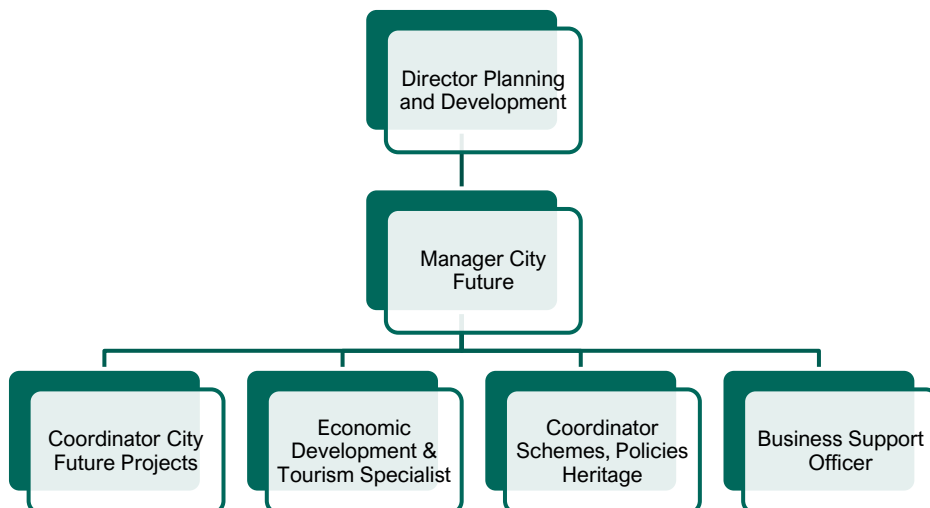


Transparent
We approach work with integrity and are open in our interactions.



Innovative
We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

Reporting Relationships



Business Unit Objective

To create liveable communities and places through strategic land use planning and a prosperous City through economic and activity centre development.

Position Overview

The Manager City Future is responsible for the strategic and operational management of the Business Unit, ensuring innovative and sustainable urban planning practices. This includes overseeing the development and implementation of projects that enhance the city's liveability and economic vitality. The Manager ensures that all aspects of the Unit operate efficiently and accountably, in accordance with statutory requirements, city policy, management practices, and industry best practices.

This position will also be responsible for the strategic leadership and effective management of Economic Development and Projects focused on supporting existing businesses, attracting new investment, and preparing for future growth. Additionally, the role includes operational management and strategic

leadership over city future projects, economic development, tourism specialist, and schemes, policies & heritage.

Position Objectives

Operational and Strategic Management

- Leads the development and implementation of the Business Unit's integrated budget and service planning framework, including key performance indicators, in alignment with the City's Strategic Community Plan and Corporate Business Plan.
- Provides vision and leadership in urban planning and economic development, advising on strategic objectives, business planning, corporate governance, operations, regulatory compliance, risk management, financial management, and stakeholder engagement.
- Provides strategic leadership and effective management of Economic Development and Projects, focusing on supporting existing businesses, attracting new investment, and preparing for future growth.
- Provides operational management and strategic leadership over city future projects, economic development, tourism initiatives, and schemes, policies & heritage.
- Continually reviews and improves the Business Unit's processes, practices, and systems to enable a positive culture where employees are productive, engaged, and capable of meeting current and future business needs.

City Future Projects

- Provides vision and leadership in the development and implementation of City-wide planning programs and initiatives.
- Reviews and formulates corporate policy and procedure on urban planning, ensuring compliance with relevant statutes and regulations.
- Develops and implements plans, policies, procedures, and management practices, and manages the City Future Business Unit budget.
- Facilitates partnerships with key stakeholders and represents the business unit at meetings.
- Prepares reports, council submissions, and presentations, and acts as Director Planning and Development as required.

Economic Development & Tourism

- Provides strategic leadership and effective management of economic development and tourism projects, focusing on supporting existing businesses and attracting new investment.
- Reviews and formulates corporate policy and procedure on urban planning and economic development, provides strategic direction for the City, conducts detailed analysis of major problems, offers solutions to planning issues, and advises on economic and tourism development, infrastructure investment, and commercial opportunities
- Develops and implements plans, policies, procedures, and management practices, ensuring compliance with workplace and legislative requirements.
- Manages the City Future Business Unit budget, ensuring cost-effectiveness and efficiency.
- Engages the community and stakeholders in economic development projects and maintains effective communication and relationships within the organisation.

Schemes, Policies & Heritage

- Provides vision and leadership in the development and implementation of schemes, policies, and heritage programs, ensuring the integration of heritage conservation with modern urban development.
- Advises on strategic objectives, business planning, corporate governance, policy, operations, regulatory compliance, risk management, financial management, and stakeholder engagement.
- Reviews and formulates corporate policy and procedure on urban planning and heritage, ensuring compliance with relevant statutes and regulations.
- Develops and implements plans, policies, procedures, and management practices, and manages the City Future Business Unit budget.
- Engages the community and stakeholders in schemes, policies, and heritage projects, and maintains effective communication and relationships within the organisation.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Urban and Regional Planning or a related discipline.	Essential
Post graduate qualifications in leadership or management would be considered an advantage.	Desirable
Knowledge, Skills, Experience & Abilities	
Excellent knowledge of town planning legislation, formulation of planning strategies and statutory town planning processes.	Essential

Strong leadership skills incorporating the ability to establish and communicate innovative strategies for the Business Unit, set goals and objectives for others, delegate, counsel, motivate employees and manage change.	Essential
Highly developed communication skills including verbal presentation skills, reporting writing skills, community engagement skills and conflict resolution skills.	Essential
Financial management skills including budget development and management.	Essential
Demonstrated financial management skills related to feasibility studies, business cases and projects.	Essential
Excellent knowledge of relevant legislation, economic, tourism, property, and infrastructure development practices.	Essential
Demonstrated knowledge and experience of project management.	Essential
Strong customer service orientation including the ability to manage compliance with and promotion of relevant service standards.	Essential
Ability to create and foster partnerships and alliances.	Desirable
Ability to exercise decision-making and judgement in a logical, lawful, and accountable manner.	Essential
Significant negotiation and complex problem-solving skills.	Essential
Demonstrated experience in project management of strategic initiatives in the areas of urban planning, economic development, and business support.	Essential
Senior management experience in managing and leading teams of people in the urban planning field.	Essential
Experience in development and management of Business Plans, budgets, grant, operational plans, policies, and procedures.	Essential
Experience at a senior level in a Local Government environment would be considered an advantage.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	Officer	Director Planning & Development
	April 2025		