

<b>Position Title</b>	Manager City Plan and Transformation
<b>Department</b>	City Future
<b>Unit</b>	City Plan and Transformation
<b>Team</b>	
<b>Supervises</b>	30
<b>Reports To</b>	Executive Manager City Plan and Infrastructure
<b>Grade</b>	M3
<b>Date Prepared</b>	23/03/2023
<b>Date Last Updated</b>	9/09/2025

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

The role of the Manager City Plan & Transformation is to provide direction, leadership and accountability to the City Plan & Transformation Unit, and support the Executive Manager to deliver complex and sensitive projects.

The Unit's purpose is to "provide organisational direction and support, through integrated and strategic planning and project development, to address environmental, social, cultural and recreational needs, with a focus on delivering outcomes that are transformational for the community".

The role will support the planning of significant and complex transformational projects across a broad portfolio through the following services:

**INTEGRATED PLANNING:** Work with the Senior Management Team for the timely and accurate development, implementation and reporting of the Integrated Planning and Reporting suite, including Annual Reporting requirements, in line with legislation. Work with multi-disciplinary teams for the delivery of organisation service reviews. Deliver on a range of high-profile corporate initiatives with high reputational risk and complex technical, legislative and stakeholder management requirements.

**STRATEGIC PLANNING:** Develop and implement strategies and masterplans to guide the City's approach to planning for places across a diverse range of portfolios and technical specialities, to assist in prioritisation of investment in delivering high quality open spaces and community infrastructure across the City.

**TRANSFORMATIONAL PROJECTS:** Undertake the planning of significant infrastructure projects that involve the future of the City's community and operational land for the benefit of the community.

**ADVISORY/ADVOCACY SERVICE:** Provide strategic advice that impacts the delivery of high-quality infrastructure on the public domain and Council owned land to ensure an attractive, sustainable, affordable built environment.

## Accountabilities

- Lead a multidisciplinary team, and their associated diversity of services, inspiring others to value customer service and engagement, design excellence, place making and liveability. They will embrace Council's mission to collaborate and innovate to become a leading organisation.
- Lead the development of Council's Community Strategic Plan, Delivery Plan, Operational Plan and other associated documents as part of the IPR Process.
- Maintain and foster an advanced understanding of corporate structure and function and advanced financial management literacy to deliver sensitive and complex organisational initiatives including directly guiding the Council on its budget, investment, expenditure allocation and priorities for capital works planning and policy setting, overseeing expenditure of Council's asset budget reserves, development of future works programs / plans for Council's Special Rate Variation, Development Contributions Plans and Stormwater Levy, and ensuring ensure appropriate allocation monitoring and reporting, significant infrastructure grants management, cross-organisational service reviews and planning for the delivery of capital works.
- Lead major transformational infrastructure projects that improve place from idea generation through to concept design to allow for detailed documentation and delivery as part of the capital works process.
- Lead organisational wide projects that require cross-Council collaboration and engagement that will shape the future of the City.
- Manage highly complex issues, think strategically, analyse multifaceted situations and problem solve to achieve outcomes for the community and City.
- Manage politically sensitive, city wide issues providing direction and advice to the Executive, Councillors and other key stakeholders.
- Promote a culture of engagement to ensure the community's voice is heard and reflected in how Council delivers services and infrastructure across the City.
- Maintain constructive relationships with stakeholders across the City, and Federal and State Government agencies to deliver on the strategic vision for Canterbury-Bankstown.
- Assist in driving transformational change for the City and ensure Council's services meet / reflect the needs of the community.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Manager		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Advanced
	Display Resilience	Advanced
	<b>Act with Integrity</b>	Advanced
	Safety and Accountability	Advanced
 <b>Relationships</b>	<b>Communicate and Engage</b>	Advanced
	Customer and Community Focus	Advanced
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Advanced
 <b>Results</b>	<b>Plan and Prioritise</b>	Advanced
	<b>Think and Solve Problems</b>	Advanced
	<b>Innovate and Improve</b>	Advanced
	Deliver Results	Advanced
 <b>Resources</b>	<b>Finance</b>	Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 <b>People Leadership</b>	<b>Manage and Develop People</b>	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Relationships</b>		
Communicate and Engage	Advanced	<ul style="list-style-type: none"> <li>• Presents with credibility and engages varied audiences</li> <li>• Translates complex information concisely for diverse audiences</li> <li>• Creates opportunities for others to contribute to discussion and debate</li> <li>• Demonstrates active listening skills, using techniques that contribute to a deeper understanding</li> <li>• Is attuned to the needs of diverse audiences, adjusting style and approach flexibly</li> <li>• Prepares (or coordinates preparation of) high impact written documents and presentations</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> </ul>

		<ul style="list-style-type: none"> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>• Ensures business plans and priorities are in line with organisational objectives</li> <li>• Uses historical context to inform business plans and mitigate risks</li> <li>• Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>• Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>• Implements systems for monitoring and evaluating effective program and project management</li> </ul>
<b>Results</b>		
Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Is able to draw on wide-ranging interests and experiences when facing new challenges</li> <li>• Thinks broadly about the root of problems before focusing in on the problem definition and solutions</li> <li>• Is able to discuss issues from different angles and project impacts into the future</li> <li>• Considers the broader context when critically analysing information and weighing recommendations</li> <li>• Involves diverse perspectives in testing thinking and solutions</li> </ul>
<b>Results</b>		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> <li>• Encourages independent thinking and new ideas from others</li> <li>• Draws on developments and trends in the industry and beyond to develop solutions</li> <li>• Supports experimentation and rapid prototyping to test and refine innovative solutions</li> <li>• Develops/champions innovative solutions with long standing, organisation-wide impact</li> </ul>

		<ul style="list-style-type: none"> <li>• Explores creative alternatives to improve management systems, processes and practices</li> <li>• Contributes own knowledge and experience to staff training and development sessions</li> </ul>
<b>Resources</b>		
Finance	Advanced	<ul style="list-style-type: none"> <li>• Ensures the design/delivery of services is within budget</li> <li>• Explains the organisation’s financial drivers to others in plain language</li> <li>• Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services</li> <li>• Models the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>• Promotes the role of sound financial management and its impact on long term financial sustainability</li> <li>• Seeks and applies specialist financial advice to inform decisions</li> </ul>
<b>People Leadership</b>		
Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Knows the individual strengths, weaknesses, goals and concerns of members of the team</li> <li>• Fosters high performance through effective conversations and feedback and by providing stretch opportunities</li> <li>• Identifies and develops talent across the organisation</li> <li>• Coaches and mentors staff to foster professional development and continuous learning</li> <li>• Implements performance development frameworks to align capability with the organisation’s current and future priorities</li> <li>• Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Tertiary qualifications in a relevant field

### Essential Experience

- Demonstrated experience in leading and managing multi-disciplinary teams and teams that deliver a range of services
- Extensive experience in one, or preferable several, areas of strategic planning, design, architecture, planning, property renewal and/or land redevelopment.
- Proven ability to manage highly complex issues, think strategically, analyse multifaceted situations and problem solve to achieve outcomes
- Experience in forming positive relationships, negotiation and persuasion with multiple stakeholders to develop workable outcome.
- Excellent interpersonal skills to engage with a wide range of stakeholders, groups, organisations and individuals including senior executives and Federal, State and Local Politicians.
- Excellent written, verbal and presentation skills to a broad range and level of audience
- Demonstrated skills in developing and effectively managing a complex and organisational wide financial budgets.

### Desirable Qualifications and or Experience

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>

---

Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

---