

EXECUTIVE MANAGER DEVELOPMENT SERVICES

Position Description

Reviewed 26 August 2026



JOB SPECIFICATIONS / DUTY STATEMENT

Position Title	Executive Manager Development Services
Tenure	Full time under a 3 - 5 year contract
Primary Place of Employment	Shire of Dandaragan Administration Centre, 69 Bashford Street, Jurien Bay
Award	Performance based contract
Department	Development Services
Accountable to	Chief Executive Officer
Accountable for	Strategic and Statutory Planning Staff Building Surveyor Manager Environmental Health Coordinator of Environmental Projects

POSITION OBJECTIVES:

- Reporting directly to the Chief Executive Officer (CEO), the Executive Manager Development Services (EMDS) is a member of the Shire of Dandaragan's senior executive who is accountable for the Shire's health, building, planning, economic growth and environmental functions.
- To provide outstanding leadership for the Shire's development services department to deliver services and functions in accordance with the organisation's customer obligations, strategic objectives, policies, budgets, asset management plans and statutory requirements.
- To prioritise the development of a customer focused development services department capable of responding in a timely manner to community requests within the scope of the organisation's resources.
- To provide strategic leadership and direction to Council and the Chief Executive Officer on the orderly and progressive development of the community.

REQUIREMENTS OF THE POSITION:

Skills

- Excellent time management skills, with the ability to work under pressure, and be well organised.
- Well-developed leadership skills, knowledge of contemporary planning practices and demonstrated experience in a supervisory role sufficient to be able to provide leadership and effective day to day management of the development services team.
- Advanced interpersonal, public relations and customer service skills, with the ability

to liaise at all levels and work in a team environment.

- Demonstrated project management skills, with responsibility for planning, budgeting, costing and general financial control.

Knowledge

- Detailed knowledge of the statutory requirements, procedures and practical application of Western Australian Planning and Development Legislation.
- Detailed understanding of the planning appeal processes, subdivision and development approval processes.

Experience

- At least five years' experience and competence in a statutory planning and development environment.
- Demonstrated management and leadership experience working within a local government environment in a multi-disciplinary team.

Qualifications and / or Training

- Formal recognised qualification/s in urban and regional planning, environmental health, building, economic development or a related discipline, together with demonstrated practical experience relevant to the position.

Other

- Must possess a current driver's licence.

KEY DUTIES / RESPONSIBILITIES:

Planning / Development

- Undertake the day to day management of development services functions with responsibility for decision making in accordance with delegated authority and pre-determined policy and guidelines.
- Develop long range planning and development strategies and objectives to promote and cope with growth and change in consultation with affected communities.
- Develop and manage the administration of the Local Planning Scheme & Local Planning Strategy ensuring compliance with relevant provisions and statutory requirements.
- Contribute to the development, implementation and reporting on progress of the Shire of Dandaragan's Council Plan.

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- Ensure a high level of customer service is maintained to assist ratepayers, residents, developers, consultants, other Shire sections, and internal services.

Financial Management / Reporting

- Prepare the development services budget for approval by Council and manage the ongoing financial performance against the approved budget.
- Undertake necessary exception / variance reporting to the Executive Management Team and Council in accordance with approved budgets, Council Plan, Council policies and procedures, and delegated authority.
- Ensure the preparation of necessary reports in a timely and quality focused manner to the Executive Management Team and Council.

People Leadership / Team Management

- Provide positive management, leadership, mentoring, supervision and development of development services managers and staff according to both personal development and organisational requirements.
- Ensure the recruitment and selection of staffing requirements is carried out in accordance with Shire procedures and relevant legislation, in a fair and consistent manner.

Governance / Stakeholder Relations

- Ensure compliance with all legislation and Council policies relevant to development services functions.
- Represent the Shire at relevant conferences, committees, tribunals, court proceedings, functions and meetings regarding development services issues.
- Responsible for the preparation of contract documents, calling of tenders and tender evaluation associated with capital and operating projects as required.
- Attend full Council, Council committee and staff meetings as directed by the Chief Executive Officer and provide technical advice and assistance where authorised and as required.
- Liaise with elected members, other staff, statutory and government authorities, community organisations and the general public, and provide technical advice and assistance as required.

Environmental Management / Natural Resources

- Coordinate and manage natural resource management issues in relation to natural resources, rural land protection, and environmental management.

Records / Information Management

- Ensure directorate compliance with internal records management procedures and adopts proficient interdepartmental file, data and information tracking systems and processes.

Economic Growth / Investment Attraction

- Provide strategic leadership for the Shire's economic growth agenda, including initiatives that support population growth, local employment, business development, visitor economy outcomes and private sector investment.
- Identify, assess and progress economic development opportunities aligned with the Council Plan, local planning framework, infrastructure priorities and long-term financial sustainability objectives.
- Build and maintain productive relationships with local businesses, landowners, developers, industry bodies, tourism operators, regional development agencies, State Government departments and other stakeholders to facilitate investment and development outcomes.
- Provide high-level advice to the Chief Executive Officer and Council on economic trends, development opportunities, barriers to investment, land supply, infrastructure requirements and policy settings affecting sustainable growth across the Shire.

General Duties

- Any other duties consistent with the level of the position as directed.

Work Health and Safety

- Take reasonable care for their own health and safety, and for the health and safety of others who may be affected by their work.
- Comply with the Shire's WHS policies, procedures, instructions and training relevant to the position.
- Report hazards, incidents, injuries and unsafe work practices in accordance with Shire procedures.
- Support a positive safety culture by participating in consultation, following safe work practices and encouraging safe behaviours within the workplace.

EXTENT OF AUTHORITY:

Operates under general direction of the Chief Executive Officer, within established guidelines, procedures and policies, as well as the statutory provisions of the Local Government Act, regulations and other relevant legislation.

Able to make purchases up to level 2 as per *Delegation 1.3.7 Financial Management Systems and Procedures* which are relevant to the requirements of operations.

TRAINING, CONFERENCES, SEMINARS:

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The Council actively promotes self-improvements within its workforce and membership of appropriate institutes. Attendance at conferences, seminars and workshops is encouraged.

CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

_____ Signature of Supervisor

_____ Signature of Employee

Date: _____