

Candidate Information Pack

City of Parramatta

Group Manager, City Strategy

Andrew McEncroe, Managing Partner

October 2019

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About the City of Parramatta

Parramatta: Sydney's Central City, is front and centre in the NSW State Government's Plan for Growing Sydney and is regarded as the second major CBD. Parramatta presents the catalyst for change for Greater Sydney and for Sydney's global competitiveness.

The City of Parramatta covers 84 km² at the centre of metropolitan Sydney, 24km west of Sydney CBD.

Parramatta always has been, and always will be, a gathering place. The landscape and natural environment of Parramatta has enabled the City to be a vital gathering place for thousands of years and supported waves of people to come together, trade and generate new knowledge. Parramatta has been home to the Darug people for over 60,000 years and Council supports and values the continuing connection this community maintains to this Country. The City of Parramatta is rich in diversity, an important migration hub that has fostered generations of people who have a unique relationship to the area. All of these histories are presently being woven into a new global city where the next generation can prosper and thrive.

The City of Parramatta is a complex organisation with a current annual operating budget is \$260M and a further \$150m in capital expenditure. Collectively, the Executive team shares responsibility for leading 1,200 staff located in more than 20 different worksites in the delivery of around 40 services and the stewardship of over \$3 billion in community assets.

City of Parramatta is going through unprecedented change and transformation as it becomes Sydney's Central City and the level of investment in civic, commercial and residential development expresses strong confidence in the City's future. Across the City, it has an expected \$20 billion in projects under construction or projected to start over the next five years. These major capital projects include Powerhouse Precinct, Parramatta Light Rail, Parramatta Square, Riverside Theatres and the Westmead Innovation Precinct., and major investment in education infrastructure including Western Sydney University, Sydney University and the State's first high rise high school.

The City of Parramatta has a young, diverse population that is growing. The population of the City is currently 235,000 and within the next 20 years almost 400,000 people will live in the area, with many more visiting each day. Parramatta will continue to lead the State in building and housing completions over the next five years, and within the next 3 years alone, it is expected that the City's economic growth rate will nearly double, from 2.4% to 4.6% per annum.

Managing this growth and investment well is an important responsibility for the City of Parramatta Council. It must balance delivering the infrastructure and services required to meet the future needs of residents, businesses, and visitors with preserving the City's cultural identity - all of the things that people value about the place today.

The City of Parramatta's Community Strategic Plan provides a road map for the future, based on the community's shared vision to be 'Sydney's Central City, sustainable, liveable, and productive – inspired by our communities'. While it has a long history, the current City of Parramatta Council was established by proclamation in May 2016. The Council is comprised of 5 Wards, each represented by 3 Councillors and the current Councillors were elected for a 3-year term in September 2017.

Key Council Documents

For additional information including the documents described below, please go to:

<https://www.cityofparramatta.nsw.gov.au/council/key-council-documents>

Community Strategic Plan

City of Parramatta has endorsed the Community Strategic Plan 2018 - 2038: Butbutt Yura Barra Ngurra. Developed on behalf of the community and based on the feedback received, the plan identifies priorities and aspirations for the next 20 years, and provides a roadmap for how the City of Parramatta will get there.

Butbutt Yura Barra Ngurra means 'the heart of the people of eel country' in the Darug language. This title acknowledges the City of Parramatta's ongoing connection to the Traditional Owners and Custodians of the land and waters of Parramatta, and recognises that the entire community is the living, beating heart of the City of Parramatta.

The Community Strategic Plan looks at the period 2018 – 2038. It was first developed in 2018, and will be reviewed again following the next ordinary election of Councillors in 2020.

Delivery Program 2018 - 2021

Council's Delivery Program 2018 - 2021 provides an overview of the core services, activities and projects Council will deliver in order to meet the needs of a changing and growing community, within the resources available under the Resourcing Strategy.

Operational Plan 2018/19

Council's Operational Plan 2018/19 spells out the details of the Delivery Program – it confirms the individual programs, projects and focus areas that will be undertaken each year to achieve the commitments made in the Delivery Program.

Resourcing Strategy 2018 - 2028

The City of Parramatta's Resourcing Strategy 2018-2028 describes Council's response to how the City of Parramatta will manage, prioritise and allocate the resources necessary to deliver the vision and aspirations of the community (which is set-out in the Community Strategic Plan 2018 - 2038) while ensuring financial sustainability.

To achieve the goals in the Community Strategic Plan that Council is responsible for, a Long Term Financial Plan, Asset Management Strategy and Workforce Strategy have been developed, along with a range of initiatives to manage resourcing challenges over the next ten years.

Position Description

POSITION DETAILS	
Date of PD	September 2019
Position Title	Group Manager City Strategy
Position Grade	21
Directorate Business Unit	City Strategy & Development City Strategy
Reports to	Executive Director City Strategy & Development
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for leading the development of plans, strategies, policies and approaches to addressing the current and future needs of the City of Parramatta. This position will also facilitate research, innovation and new ideas that explore how technology, behaviour, projects, planning and policies can improve the Central River City. The position is responsible for coordinating and integrating long term strategy across a diverse range of disciplines including environmental, transport, social, economic and "Smart City" planning. The role will also produce and deliver high level advocacy for the City.

The role is responsible for providing long-term strategy and policy advice to influence key decision makers and driving the change that is required to underpin the future of the City of Parramatta. This role is a critical senior role that works with the CEO, Executive Directors, Councillors and senior managers across Council as well as key stakeholders including the State Government, industry and business leaders, and the communities of Parramatta.

KEY RESPONSIBILITIES

- Lead the preparation of Council's Community Strategic Plan.
- Lead the preparation and delivery of innovative and effective strategies to achieve specific outcomes identified in Council's Community Strategic Plan and Delivery Program, and contribute to the achievements of the Council overall.
- Provide high-level advice on strategic priorities and resource allocation needed to achieve the Council's vision and long-term strategic outcomes
- Build and maintain strong and productive partnerships both within Council and with key stakeholders, including the State Government, and industry, business and community leaders to contribute the delivery of Council's strategic outcomes.
- Advise and assist the Lord Mayor, Councillors and senior staff on relevant policies and strategic issues.
- Manage strategic issues, strategic advocacy and communications to ensure that good relationships with elected officials and other key stakeholders are maintained and developed, and the reputation of the city enhanced.
- Lead the integration of strategic information and project outputs with the services and activities of programs across Council to ensure coordinated solutions to community issues and needs and to maximise impacts, especially in relation to the implementation of Council's Community Strategic Plan.
- Research, monitor and review industry, cultural, social and technology trends to recognize triggers and identify opportunities for positive change.

- Lead the Unit and multi-disciplinary teams across Council in the solution of complex problems innovatively and effectively within a government context, complying with legislation and Council's policies.
- Lead and manage high level strategies and strategic plan provision including:
 - Economic strategy, policy, development and investment attraction.
 - Environmental strategy, policy and planning.
 - Innovation in smart city initiatives.
 - Strategic partnerships
 - Social strategy, policy and planning.
 - Transport strategy, policy and planning.
- Work with key stakeholders to support local business and attract investment
- Manage and promote innovative smart city solutions to define the future of our City.
- Oversee the delivery of the Smart City program.
- Contribute to Council committees (including the Smart City Advisory Committee)
- Coordination of prioritisation and funding of Council's Community Strategic Plan and oversight of the major priorities of the Delivery Program across the organisation.
- Strategic management of the relevant special rates including:
 - Economic development
 - Open space acquisition and embellishment.
 - Environment (suburban infrastructure).
 - Stormwater management service charge.
- Oversee the possible introduction of a relevant special rate levy to improve social outcomes across the Local Government Area.
- Manage resources effectively to ensure that emerging priorities and important issues are appropriately addressed. Undertake business planning for the City Strategy Unit, including oversight of service and project budgets, and key performance indicators.
- Ensure project deliverables are on time, within budget, at the required level of quality and achieve the objectives detailed within the project scope.
- Manage, lead and inspire employees within the City Strategy Unit to ensure motivated, committed and customer focused staff members. Lead change and enable people to respond positively to change processes and knowledge creation.
- Encourage the acceptance of responsibility and accountability by staff, and ensure work plans and activities support and are consistent with organisational change initiatives.
- Encourage a culture that values collaboration and acknowledges the input and achievement of others.
- Lead the review, development and improvement of work systems and practices to enhance customer service and meet customer needs.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

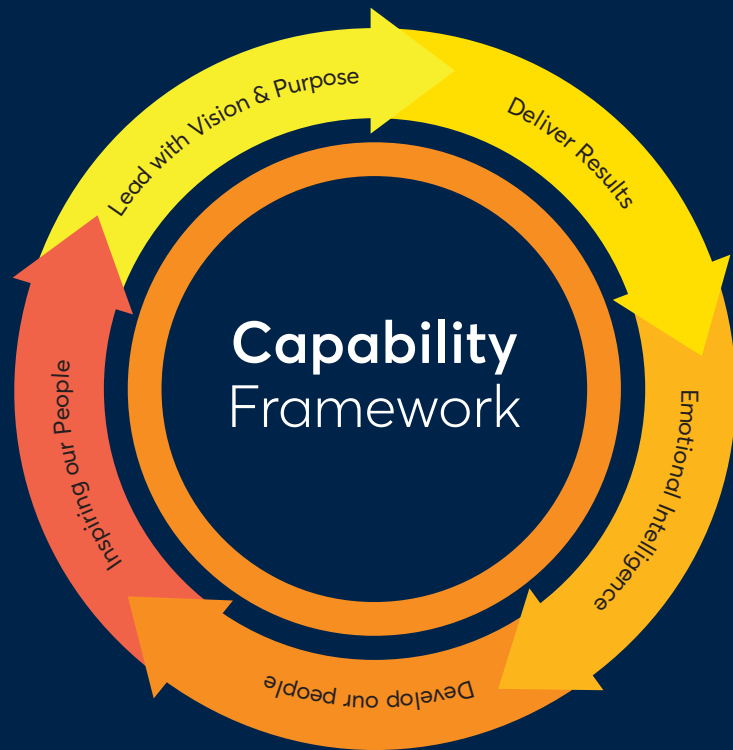
- Tertiary qualifications within a planning discipline; architecture; environmental; urban transport; land use planning; or a related discipline such as urban design; economic planning; landscape architecture; business and economic development;
- Post-graduate qualifications in business and/or management is highly desirable.

Experience

- Minimum 10 years' experience with leading integrated city policy and strategy.
- Extensive experience in leading, developing, managing and contributing to strategic, complex, diverse, sensitive projects and multi-disciplinary teams.
- Extensive experience in building and maintaining external relationships with industry leaders to develop advocacy, partnerships and investment
- Experience in working within one or more levels of government and/or experience in working with a Board in a non-government organisation.
- Demonstrated experience in leading the preparation and delivery of innovative and effective strategies to achieve specific outcomes.
- Experience in providing high level advice on strategic priorities, with a view to ensuring achievement of outcomes.
- Experience in analysing emerging issues, leading the research and analysis of data and trends within a strategic planning context.
- Experience in leading the integration of strategic information and project outputs with the services and activities of programs across an organisation to ensure coordinated solutions to community or customer issues and needs and to maximise impacts.
- High-level experience in working to tight deadlines in a changing, complex and flexible work environment.

Skills

- Demonstrated strategic skills with the ability to facilitate innovation and new ideas that explores how technology, behaviour, projects, planning and policies can improve the City of Parramatta.
- Demonstrated ability to influence key stakeholders to achieve strategic outcomes.
- Excellent verbal and written communication skills including the ability to prepare complex and detailed reports, proposals and submissions; and tender documents.
- Exceptional interpersonal skills in leadership, coordination, negotiation, consultation, teamwork and change management.
- Demonstrated commitment to a customer service culture and delivery of quality service.
- Sound project management and financial management skills, including budget preparation/control and the ability to achieve best value for money.
- Agile, flexible, and able to achieve outcomes in a bureaucracy.
- Ability to lead and develop a diverse team.



Lead with
Vision &
Purpose

1. Develops and communicates a compelling vision and purpose. Provides a clear connection for people to understand their contribution to CoP's Delivery Program and Operational Plan.

Deliver
Results

2. Establishes challenging and achievable goals that align with CoP's Delivery Program and Operational Plan. Forward thinking and adjusts strategy and plans to maintain focus on delivering services to the community.

Emotional
Intelligence

3. Is aware of own motivations, strengths and weaknesses. Has the ability to understand and control own emotions and the emotions of others and respond in an appropriate way.

Develop
our people

4. Understands the motivational drivers of individuals and creates an environment where people are engaged and inspired to do their best. Invests in people through understanding their career aspirations and aligning these with relevant development activities and opportunities.

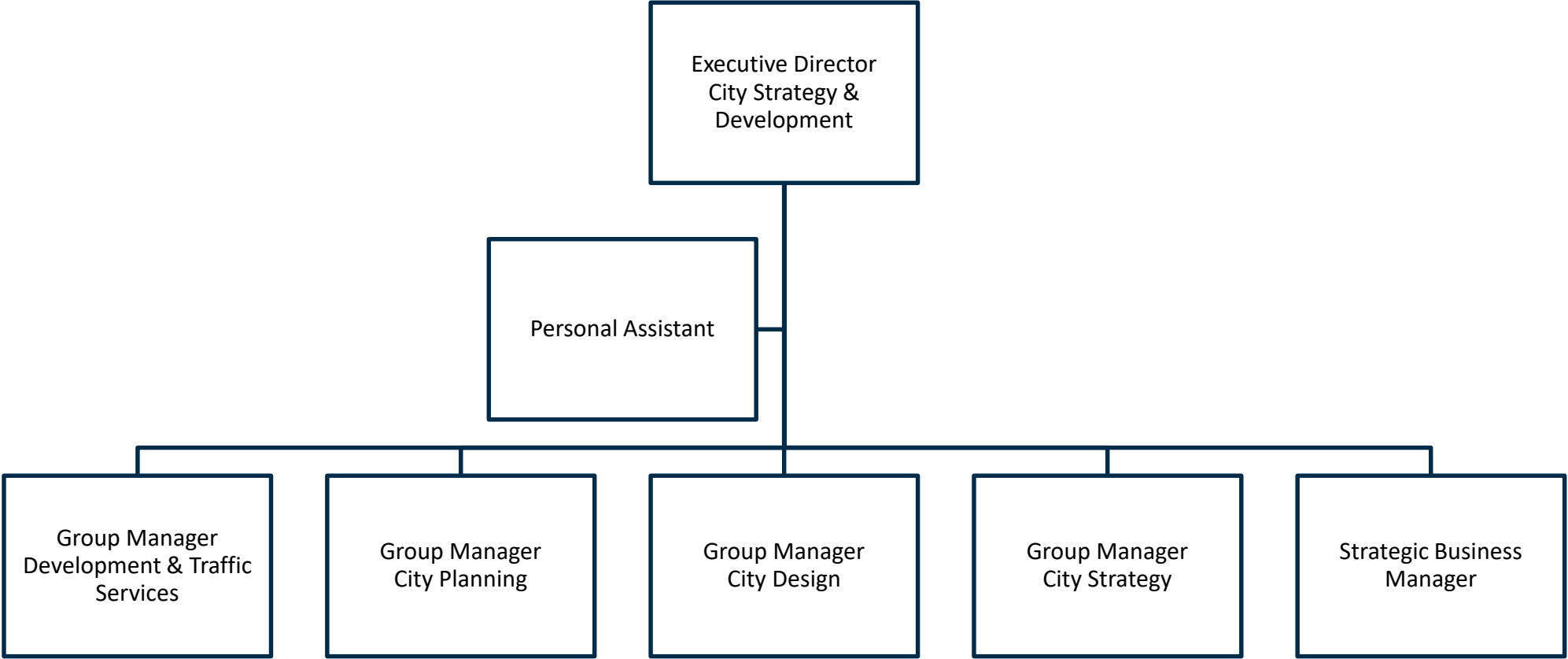
Inspiring
our People

5. Creates a collaborative team environment through the creation of open, honest communication.



City Strategy & Development Directorate

Our Team



The Application and Selection Process

Candidate Care

The City of Parramatta and Derwent are committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to field inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments including interviews will be offered a feedback session to discuss their experience and the assessment results.

Applications

Closing date: Wednesday, 06 November 2019

Submissions:

All applications are to be received by Derwent. To apply, please go to www.derwentsearch.com.au and search the role title. Your application should include a resume and a cover letter (up to 2 pages) highlighting your suitability for the role.

Information and Inquiries:

For a copy of the Candidate Information Pack please go to www.derwentsearch.com.au and search the role title. For other inquiries contact Andrew McEncroe or Kate Bromley at Derwent by email COP@derwentsearch.com.au or call (02) 9223 1855.

Derwent will maintain confidentiality with respect to contact by potential applicants.

Selection process

Derwent will conduct a review of applications for the Council to consider and select a short list to be invited to attend an interview with the section panel.

The panel interview will be a capability-based interview for up to 1 hour, designed to reflect the selection criteria for the position. Panel interviews are currently scheduled to be held on Wednesday, 20th November 2019.

Reference Checks

Candidates are requested to provide in their application two referees who may be contacted after gaining permission from the candidate. Any written references provided will also be checked at the appropriate stage and additional referees may be sought to further understand a candidate's merits for the position.

Pre-employment verification and background checks

Before an offer of employment is made, the following checks will be undertaken:

- Academic Qualification Check
- Professional Membership Check
- Criminal History Check
- Employment History Check
- Financial Regulatory and Bankruptcy Check.

Pre-employment Medical Check

The preferred candidate will be required to complete a medical clearance that will be organised with the City of Parramatta.