



## LAUTOKA CITY COUNCIL

### ROLE DESCRIPTION

**ROLE TITLE: Head of Planning and Development**

#### CORPORATE INFORMATION

1. Position Level: Executive
2. Remuneration: MGR2/Higher Salaries Commission.  
**This is an open contract position subject to annual performance appraisal.**
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.
4. Reporting Responsibilities;
  - a) **Reports To:** Directly reports to the Chief Executive Officer
  - b) **Liases with:** The Chief Executive Officer and all other Department Heads and Sub-Heads, Enforcement, Stakeholders, other agencies, NGO's
  - c) **Subordinates:** Manager/Team Leader Building Assessments, Manager/Team Leader Engineering Assessments, Manager/Team Leader Assets, Manager Projects, Town & Country Planner and Secretary.
  - d) **External Relationships:** Mayor, Councillors, Special Administrators, Government Ministries and Permanent Secretaries, Heads of Departments, Statutory Bodies such as Director Town & Country Planning, Fiji Roads Authority, Ministry of Housing, Director of Lands, Government Auditor, Water Authority of Fiji, and Land Transport Authority.

#### ROLE PURPOSE

The Head of Planning and Development is responsible to direct and coordinate a wide range of operations and activities that are undertaken by various sections of Planning and Development Department comprising of Administration, Survey, Investigation & Designs, Town Planning and Building Section-with a view to provide services to the ratepayers and citizens, economically and efficiently.

#### KEY RESPONSIBILITIES

- Directing and coordinating all activities of the Planning and Development Department to ensure that services provided to ratepayers and citizens are done economically and efficiently.
- Ensure that Buildings and Planning/Engineering Sections which deal with the Public, functions efficiently by directing the Manager/Team Leader Building Assessments, Manager/Team Leader Engineering Assessments, Manager/Team Leader Assets, Manager Projects, Town & Country Planner on various matters pertaining to their Sections and monitoring and reviewing with these officers' ways and means of providing better service.
- Ensure that all building plans approved comply with the building By-Laws, structural town planning and fire and egress requirements by scrutinizing all documents submitted with the plans, comments by the Buildings, Town Planning and Health Department staff and seeking clarification on statutory procedures and code requirements from them, if necessary.
- To review structural calculations and review designs on submitted development plans to protect

council from exposure to risk.

- Ensure subdivision developments are in accordance and in compliance with council's subdivision of land requirements for certification and approval.
- Responsible for review of drainage design or design check for discharge capacity and review of hydraulics study reports for subdivision developments and master planning of council's drainage including upgrade program.
- Responsible for budgeting and coordination of new projects and maintenance works which may be assigned to Council through budget allocations from various Ministries and statutory bodies as and when required.
- Ensure that Council is properly advised on matters pertaining to roads and drainage improvements, traffic management and Town Planning matters (statutory and forward planning) by directing appropriate survey to be undertaken, analyzing the various problems and bringing forward recommendations and long-term plans.
- Oversee foreshore development projects by private developers or undertaken by council to ensure compliance with foreshore engineering and environment management plans.
- Coordinate council's proposed city boundary extension exercise in consultation with stakeholders.
- Assist and guide council in review of existing legislations and by-laws initiated by stakeholder agencies.
- Represent council on legal matters in court, pertaining to Planning and Development, and provide expert advice in engineering matters.
- Assist and guide council on sustainable housing and informal upgrading/resettlement programs undertaken by government.
- Attending Council, Departmental and Committee meetings when held. Prepare and present departmental reports and recommendations for consideration and approval as and when required.
- Oversee the receiving of complaints from ratepayers and ensure all complaints received are attended to.
- Ensure that Council is properly advised on current and future facilities/services that may be required to provide by analyzing and assessing the need of ratepayers and citizens and bringing forward recommendations and long term plans.
- Administering the Acts, By-Laws and Regulations relating to development, planning, building, road reserve, traffic matters, etc.
- Provide guidance with expertise in traffic management planning and decentralization programs.
- Develop and maintain a programme of inspections ensure all regulations and safety measures are met.
- Responsible for Council Tenders and Expression of Interest and Evaluation for Recommendation and Council Approval for all infrastructure and related projects.
- Arrange and Attend Pre Meetings with Consultants and Developers before submission of Major Developments and Projects.
- Inspection and Monitoring of Multimillion Dollar Development for complex and multi Storey Structures.
- Project Management of Council Major and Capital Projects.
- Oversee the development and implementation of the Town Planning Scheme for Lautoka City. Manage the periodical review of the same whenever required.
- Prepare and present council's capital development budgets.
- Accountable for utilization of funds allocated for normal operations of the department and

capital developments projects.

- Observe and continuous review of council Standard Operation Procedure for Planning and Development.

### **Department Leadership and Management**

- Prepare, negotiate, monitor and report on operational work plans for the Department.
- Prepare, negotiate, monitor and report on budgets for the Department.
- Measure, monitor, evaluate and improve operational performance within the Department.
- Report to the Chief Executive Officer on overall Department performance and contributions to the achievement of functional objectives.
- Establish performance agreements for direct reports and ensure that these exist for all Department employees.
- Undertake performance management for direct reports and ensure performance appraisal processes are carried out for all Department employees, in accordance with the Council's practices and policies.
- Maintain and develop the capacity of the Department, particularly the level of skills, knowledge and experience required for the Department to meet its responsibilities and identify appropriate training and development programs to improve and boost Department capacity in achieving its functional goals.

### **Overall Council Management**

- Contribute to the development and communication of the Councils long term strategies and objectives and help monitor their achievement.
- Participate in collective advice and decision making on the Council's operational plans and resource allocations.
- Contribute to change initiatives and programmes and support their implementation.
- Ensure compliance with the requirements of all legal, statutory and organisational policies and controls.
- Developing suitable planning and development strategies for the Council, investment management, providing necessary guidance to the CEO, and Board of Special Administrators, in the areas of budgeting, risk management, infrastructure developments and project management.
- Deputize for the Chief Executive Officer in appropriate circumstances, as and when required.

### **NATURE OF DECISIONS**

The Head of Planning and Development is also the Council's Building Surveyor. In terms of the Local Government Act and Town (Building) Regulations, he/she is required to approve all building permits and Building Completion Certificates. He/she also approves the Sanitary Drain-layers Licenses and make decisions on all matters related to design, construction and maintenance of municipal council infrastructure, traffic management, administration of various By-Laws and correspondences with ratepayers/citizens and stakeholders.

### **WORKING CONDITIONS/PHYSICAL EFFORT**

- May be required to work under inclement weather conditions.
- Due to nature of municipal council service delivery which is classified as essential service, it is a requirement to render service on a 24-hour basis where required and where necessary.

- May be required to carry out inspections where foul odour is emanating from sewerage and offensive trade.
- May have risk of exposure to disease organisms and chemical pollutants.
- To be available on call 24/7.

### **KEY PERFORMANCE INDICATORS**

Performance will be gauged through the following indicators:

1. Timely completion of monthly & yearly departmental reports and yearly audits.
2. Optimising turnover time for processing of applications pertaining to the department.
3. Problem Solving and complaints handling.
4. Satisfying customers changing demands.
5. Facilitating demands for socio-economic development for the People's Charter.
6. Quick assessment of the effects of changing circumstances
7. Developing coping strategies that influence the positive contributions of various Sections
8. Spotting conflicts early on and resolving them to the satisfaction of all involved parties.
9. The ability to quickly and independently process ideas and implement changes.
10. Transparency and accountability
11. Internal Budget Control whilst not compromising standards.

### **PERSON SPECIFICATION**

Works activities are unpredictable. The position is a highly complex one involving a lot of problems. Requires a lot initiative and innovative abilities.

**Essential Qualification:** Bachelor of Engineering (Civil).

In-lieu of a degree, considerable and relevant tertiary qualification and proven extensive managerial experience in building and construction industry, with working knowledge of Fiji Building Code, Public Health Act, and land subdivision laws, may be considered.

**Desirable Certification:**

- Corporate Membership of the Fiji Institution of Engineers, or Chartered Professional Engineer of any internationally recognised professional engineer's organisation is desirable.
- Professional Project Management attainment, i.e. PMP, PRINCE or equivalent.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 10 years' post-graduate experience in design, construction and supervision of civil engineering works including building, sewerage and storm water drainage, and 5 years' experience as department manager.
2. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
3. Working knowledge of software packages related to document management and archiving of building and development records is desirable.

4. Excellent verbal, analytical, organizational and written skills.
5. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders.
6. Provide leadership, guidance and support to the Planning and Development Team.

### **Skills and Abilities**

1. High professional ethics and integrity
2. Good business acumen and interrelation skills.
3. Have good oral and written communication skills
4. Ability to work under pressure and deliver within timeframe
5. Ability to handle difficult situations to achieve positive outcomes
6. General understanding of project financing and contracts.

### **Personal Character**

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.