

POSITION DESCRIPTION



1. POSITION DETAILS

Position Title: City Business, Manager
Division: City Life
Unit: City Business & Safety
Management Level: Section Unit Manager

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Manager City Business and Safety

Titles of Positions which report to City Business, Manager are:

City Business Coordinator, Strategic Engagement
City Business Coordinator, Industry & Place
City Business Coordinator, Capacity Building

Contractors for which this position is responsible:

Consultants may report to this position, as required.
Agency staff may report to this position where required.

3. PRIMARY PURPOSE OF POSITION

The position of City Business Manager forms an integral part of a highly motivated team that is implementing economic development initiatives to achieve the City's vision, Sustainable Sydney 2030.

The purpose of the City Business team is to promote opportunity for business to improve productivity, capacity and strengthen Sydney's competitive position.

The Manager leads the team to ensure delivery and support for business across key strategic areas including capacity building, strategic engagement, support for industry and place, as well as the City's investment in growing business and employment opportunities through partnerships.

4. POSITION OBJECTIVES

The major objectives to be achieved by the City Business, Manager are;

- To develop and support initiatives for local sustainable economies working with a range of stakeholder in the City's villages and key industry groups.
- To build capacity of business through appropriate funding and capacity building programs, destination marketing and the provision of resources and information.
- Lead the City Business team to ensure that the objectives of the Economic Development Strategy, its action plans and other business related objective are delivered to achieve the City's vision, Sustainable Sydney 2030.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

- Provide high level strategic direction and oversee the implementation of initiatives and projects in support of economic development.
- Initiate and develop capacity building projects and partnerships that support business in place and within key industries.
- Lead and manage the efficient and effective operation of the team to deliver the objectives set out in the Economic Development and other related strategies and plans.
- Identify the issues and concerns of Councillors, residents, businesses, visitors and the broader community to ensure they are addressed in line with the City's strategic priorities.
- Consult at a senior level with other City divisions to ensure Council's resources are leveraged in support of relevant economic development initiatives and the broader aspirations of Sustainable Sydney 2030.
- Ensure strategic partnerships are established with Government agencies, external organisations and professional bodies and work productively and positively with partners to ensure appropriate political, programming and service outcomes are achieved.
- Lead and participate in multi-disciplinary teams on specific projects that include representatives from other divisions, from other agencies, from service providers and stakeholder groups.

- Represent Council at external professional meetings, conferences, seminars and workshops as required.
- Ensure compliance with legislative, industrial and City policy requirements and standards in the area of Equal Employment Opportunity, Occupational Health & Safety and Rehabilitation.
- Develop responses and strategies at short notice to emerging issues raised by the Executive, Lord Mayor and key stakeholders and ensure they are informed of up-to-date issues and problems which may impact upon the City, the Council and the City community.
- Other duties, including those that are unanticipated, as requested by the Manager, Director and Chief Executive Officer.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

6. LEADERSHIP AND MANAGEMENT CAPABILITIES

The City Business, Manager is expected to demonstrate the following capabilities:

- **Displays Awareness of Self and Others** – Takes the time to explore feedback from a range of stakeholders and responds constructively. Makes decisions that are well considered, fair and consistent. Respectfully challenges behaviour that is inconsistent with the code of conduct and values.
- **Cultivates Productive Relationships** - Actively encourages consultation and collaboration. Communicates clearly and authentically. Works with key stakeholders to proactively address issues and identify opportunities to improve performance and services to customers.
- **Drives Results** – Defines team and individual outcomes by understanding the needs of customers. Regularly evaluates progress with early correction to ensure quality outcomes. Drives accountability and continuous improvement by implementing effective reporting and improvement mechanisms.
- **Develops People and Culture** – Focuses on people’s strengths and champions individual and team development. Actively recognises behaviour that delivers results and demonstrates our values. Skilfully addresses and resolves individual and team performance gaps
- **Operates Strategically** – Develops clear plans to implement the strategy. Promotes creative thinking to address future challenges. Aligns resources, people, systems and processes to meet priority objectives. Redirects resources and efforts to meet changing priorities.

- **Manages Effectively** – Technology and Information Management, Finance and Resource Management, Asset Management, Risk Management, Safety and Compliance, Procurement and Contract Management, Project Management, Change Management, People Management.

7. WORK, HEALTH & SAFETY RESPONSIBILITIES

Section Unit Managers must actively participate in all aspects of the Safety Management System (SMS). Section Unit Managers have the following responsibility, authority and accountability:

- Implement risk management activities and have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Actively promote consultation, WHS training and access to information to ensure safe work procedures are understood and followed
- Manage, implement and advise workers when changes have been made in the workplace (i.e. systems of work, risk assessments)
- Report hazards and any work-related injuries/illness as soon as practicable; take reasonable care; and take immediate steps to investigate and rectify any risk to health, safety and welfare.

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

8. AUTHORITY TO ACT

- The City Business, Manager will have considerable autonomy in the day to day decisions to enhance the effectiveness of the team.
- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

9. SELECTION CRITERIA

Essential Criteria

- Tertiary qualifications at degree level in a relevant discipline and demonstrated experience in economic development in place.

- Demonstrated experience leading and managing multi-disciplinary, professional teams in a complex environment including issue management, budgeting, priority setting and stakeholder engagement.
- Demonstrated experience managing senior stakeholders and partnerships with Government agencies, external organisations, professional bodies and cross divisional teams.
- Demonstrated understanding of economic development in a local and global context.
- Demonstrated high-level ability to reason conceptually, negotiate effectively, resolve complex problems and sensitive issues, to make clear decisions and to initiate action.
- Demonstrated oral and written communication skills, including in public presentations, formal report writing, and providing high-level advice and briefings.
- Demonstrate a commitment to Equal Employment Opportunity, Work, Health and Safety and Cultural Diversity principles.