Position Description (People Managers)
Manager Green Square & Urban Renewal

<table>
<thead>
<tr>
<th>Division</th>
<th>Chief Operations Office</th>
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<tbody>
<tr>
<td>Business Unit</td>
<td>Manager Green Square &amp; Urban Renewal</td>
</tr>
<tr>
<td>Management Level</td>
<td>M3</td>
</tr>
<tr>
<td>Grade/Band</td>
<td>10</td>
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<tr>
<td>Date position description approved</td>
<td>January 2020</td>
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Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

To lead and coordinate:

- To ensure the development of Green Square by the City, developers and NSW Government will deliver the outcomes (directions and targets) of our Community Strategic Plan - Sustainable Sydney 2030;
- To ensure the coordination and implementation of City urban renewal public infrastructure and related special projects in line with Council objectives and Sustainable Sydney 2030;
- To co-ordinate ongoing development, review and implementation of the Green Square Placemaking Framework and Action Plan to achieve those outcomes;
- To achieve collaborative alignment and integrated delivery of the required City programs, projects and services in Green Square;
- To ensure effective and efficient planning and delivery of public infrastructure and facilities in Green Square, by coordinating between projects and their key milestones;
- To lead and co-ordinate Green Square and other urban renewal and related special projects by being the high level interface with internal and external stakeholders.
Key accountabilities

- The development, review and implementation of Placemaking Frameworks and Action Plan for Green Square;
- Collaborative, coordinated planning and delivery of all placemaking actions, public infrastructure, facilities and services in Green Square;
- Manage the resolution of critical urban renewal public infrastructure and special project issues in collaboration with senior staff from all relevant divisions;
- Establish and lead highly sensitive projects and initiatives in urban renewal that require considerable commercial expertise, manage and lead teams of multi-disciplinary professionals; and be actively involved in organisational change projects;
- Management of cross divisional project team meetings, workshops and activities, together with associated monitoring and reporting;
- Complying with and keeping abreast of any relevant legislation, as well as ensuring the City meets obligations associated with urban renewal contracts, or agreements;
- Ensuring strong and effective communication and consultation with the Community, government agencies and other stakeholders; providing a responsive, informed interface; establishing and maintaining partnerships for change;
- Adhere to all relevant Council policies and procedures;

Key challenges

- To deliver Green Square as an active and vibrant town centre and mixed use precinct, by working closely with other City managers, including the Manager Strategic Planning and Urban Design, Manager Civil Infrastructure, Manager City Greening and Leisure, Manager Strategy and Research, Manager Green Infrastructure, Sustainability Director, Director Design, Manager Social Programs and Services, and Projects and Property Managers.
- Good governance, strong management control and effective decision making and executive reporting across the diverse range of City activities required for urban renewal of Green Square and other allocated urban renewal public infrastructure and special projects;
- Effective coordination of projects through all stages of delivery in line with the City’s policies and Project Management Process;
- Engage at a strategic and policy level internally and with the State and Federal Governments to deliver improved outcomes for the City.
## Key relationships

<table>
<thead>
<tr>
<th>Who</th>
<th>Why</th>
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<tbody>
<tr>
<td><strong>Internal</strong></td>
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</table>
| COO, Executive and CEO | • Receive advice and report on progress towards business objectives and discuss future directions  
• Provide expert advice and contribute to decision making  
• Identify emerging issues/risks and their implications and propose solutions |

| Direct Reports | |
| Urban Renewal and Placemaking Specialist  
Senior Project Manager – Planning and Development | • Lead, direct, manage and support performance and development  
• Guide, support, coach and mentor |

Contracts for which this position is responsible: Engaged consultants and contractors as required

| Project Team | |
| Asset Owners, Project Deliverers, Facility Operations, Community Development Officers, Planners, Public Domain Officers | • Guide, support, coach and mentor team members  
• Lead discussions and decisions regarding key projects and deliverables |

| External | |
| Stakeholders  
Developers  
State Govt  
TfNSW  
Dept Ed  
Dept Health  
Community Stakeholders | • Engage in, consult and negotiate the development, delivery and evaluation of projects  
• Manage expectations and resolve issues |

| Vendors/Service Providers and Consultants | |
| As required | • Communicate needs, facilitate routine business transactions and resolve issues  
• Negotiate and approve contracts and service agreements  
• Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements |
Key dimensions

Decision making

- The Place Manager Green Square will have authority to make day-to-day decisions concerning allocated activities and responsibilities in line approved Placemaking Framework and Action Plan and Project Management Plans, provided they are consistent with responsibilities of the position and subject to the limitations within City policies, delegations and procedures.
- The position holder is expected to be responsible for analyzing, providing high level advice and negotiating to resolve issues at a high level and dealing with confidential and politically sensitive issues.
- The incumbent will have authority to instruct project team members to perform duties in line with approved Project Management Plans and inform the Chief Operating Officer of performance issues;
- The incumbent will have authority to act as the City Representative for consultant and construction contracts within their delegation, and make necessary decisions for effective management and control;

Reports to

Chief Financial Officer

Direct reports

Approximately 2 direct reports + contractors and consultants.

Estimated number of indirect reports

Nil

Essential Knowledge, Skills & Experience

- Tertiary qualifications at degree level in a relevant discipline.
- A strong track record of successfully developing and managing complex, large scale placemaking programs and urban renewal projects in partnership with the public and private sector.
- Demonstrated experience in corporate strategy including research, planning, coordination and consulting skills and the capacity to analyse and review complex issues.
- Highly developed written and oral communication skills, combined with a proven ability to negotiate on complex and sensitive issues and mediate disputes in political and commercial environments.
- Competent in Financial Management and Risk Management of programs.
- An ability to meet strict deadlines and to balance and respond flexibly to competing priorities.
- Competent level of computer literacy in relation to document management, communications, project management tools, presentations, report writing and correspondence.
- Experience managing a small team providing high level support within and Executive environment
Capabilities for the position

The City’s Leadership and Management Capability Framework (LMCF) outlines the capabilities expected of people managers to perform well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities 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 at a satisfactory level for a candidate to be suitable for appointment. The table below outline the suggested focus capabilities for both Leadership and management and is a guide.

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<thead>
<tr>
<th>Capability Group</th>
<th>Capability Name</th>
<th>Level</th>
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<tbody>
<tr>
<td>Leadership</td>
<td>Displays Awareness of Self and Others</td>
<td>Business Unit Manager - M3</td>
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<tr>
<td></td>
<td>Cultivates Productive Relationships</td>
<td>Business Unit Manager - M3</td>
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<tr>
<td></td>
<td>Drives Results</td>
<td>Business Unit Manager - M3</td>
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<tr>
<td></td>
<td>Develops People and Culture</td>
<td>Business Unit Manager - M3</td>
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<tr>
<td></td>
<td>Operates Strategically</td>
<td>Business Unit Manager - M3</td>
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<tr>
<td>Management</td>
<td>Technology and Information Management</td>
<td>Business Unit Manager - M3</td>
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<tr>
<td></td>
<td>Finance and Resource Management</td>
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<td></td>
<td>Asset Management</td>
<td>Business Unit Manager - M3</td>
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<td></td>
<td>Risk Management, Safety and Compliance</td>
<td>Business Unit Manager - M3</td>
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<td></td>
<td>Procurement and Contract Management</td>
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<td></td>
<td>Project Management</td>
<td>Business Unit Manager - M3</td>
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