

Role Charter

POSITION:	EXECUTIVE MANAGER CITY FUTURES
Reports to:	Director City Planning
Accountable to	General Manager
Directorate:	City Planning
Date revised:	April 2026

This role charter is a broad description of the accountability and duties of an Executive Manager of Maitland City Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

The Executive Manager City Futures provides strategic leadership for the planning, development and shaping of the city's long-term growth and urban future. The role is responsible for guiding one of the fastest growing Local Government Areas in New South Wales through a period of significant transformation, ensuring growth is well-planned, sustainable, economically productive and delivers exceptional places and spaces for the community.

As a key member of the leadership team, the Executive Manager City Futures leads the strategic direction of city growth by integrating land use planning, urban release, and precinct planning, infrastructure planning and environmental stewardship. This is done through evidence-led and data-informed decision making in shaping planning priorities and outcomes. The role ensures Council meets statutory obligations while enabling responsible development that supports housing supply, economic prosperity, environmental protection and community wellbeing. The role is instrumental in shaping the future identity, structure and functionality of the city through both greenfield developments, as well as infill and urban renewal opportunities.

The Executive Manager City Futures manages and ensure the efficient and effective delivery of a range of functions and services specific to the department, including:

- Strategic policy planning
- Implementation of strategic planning policy
- State and Federal Government policy alignment
- Land Use planning
- Heritage planning
- Infrastructure contributions and planning
- Urban data planning
- Estuary management and waterway health
- Natural Hazards and changing climate (resilience)
- Floodplain Management
- Biodiversity
- Contamination
- Natural asset management
- Sustainability strategy and planning
- Sustainability education and Waste Education Programs

Leadership

Maitland City Council's Executive Managers are people of honesty and integrity, with a genuine desire to deliver outcomes for our community. Having a deep sense of purpose leaders in partnership with their team are the principal force that motivates and coordinates the section in accomplishing its operational objectives.

The Executive Manager is committed to sustaining an enduring organisation, engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this leadership role, the manager will:

- Actively lead, model and communicate Council's Guiding Principles, using these as the basis for decision making, action and behaviour.
- Actively build support and facilitate open and genuine discussion, collaboration and partnerships across the department, capitalising on existing and emerging knowledge and experience
- Hold both self and others accountable for decisions, actions, behaviours and outcomes.
- Lead, encourage, inspire and support others to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.
- Identify, act and respond to current and future strategic planning opportunities.

Management

Maitland City Council's Executive Managers are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The incumbent will:

Manage people

- Manage, support and coach staff in undertaking the work and projects of the department.
- Prioritise and monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive, enduring and proactive employment relationship.
- Implement a range of people centred plans and actions that support organisation development, engagement, leadership and change.
- Establish a safe and healthy workplace and fair and equitable work practices.

Manage operations

- Coordinate and facilitate a holistic approach to quality driven business, work planning and service delivery.
- Manage and implement actions and tasks as identified in the Operational Plan
- Control activities which have financial implications so that they are within organisational budgets and plans.
- Review and monitor decision making mechanisms and internal business processes to ensure staff are supported in operational service delivery.
- Administer and comply with the organisations policies and procedures.
- Administer and undertake training and development.

Manage relationships

- Act as the primary link between the Director City Planning and the staff of the department.
- Act as the section spokesperson to Directors, community and the media as provided for within the delegations of authority for the position.
- Provide timely and appropriate information to Directors in accordance with council policies and statutory requirements.
- Establish and maintain productive relationships with identified stakeholders or groups.
- Manage cross organisational relationships and actively support the development and execution of cross organisational projects.
- Provide clear, risk-based and defensible advice to support Council's executive leadership team and Council decision-making, to balance the delivery of urban development with biodiversity, flooding and other constraints.

Manage performance

- Develop business plans for the department for integration with Council's long term corporate and community strategic plans.

- Monitor, manage and report on the department’s performance against the Delivery Program, Operational Plan and business plans.
- Ensure contemporary management and professional standards are applied with particular reference to workplace reform, competitive service provision and continuous improvement.
- Manage employee development and performance within Council’s workforce development framework.

Core Accountabilities

In addition to fulfilling the core leadership and management accountabilities described above, the Executive Manager is also accountable to:

1. Shape long-term urban growth strategies within a complex policy and political environment.
2. Provide expertise in statutory and strategic planning, urban development and growth management.
3. Embed sustainability principles in urban development and city growth by ensuring planning outcomes balance development with environmental protection and climate resilience.
4. Develop and implement long-term city planning frameworks and strategic land use plans, aligning planning outcomes with regional and State planning priorities.
5. Drive house supply, employment lands and infrastructure alignment, ensuring growth outcomes support liveable communities.
6. Integrate green and blue infrastructure and open space planning.
7. Facilitate responsible urban expansion while protecting environmental and cultural assets, protecting biodiversity, waterways and environmental corridors.
8. Ensure that environmental/sustainability strategies, urban ecology and natural resource and flood planning is coordinated and integrated with Strategic Planning and Council wide Corporate Objectives
9. Develop strong partnerships across government, industry and the community by building productive relationships with State Government agencies, developers and industry stakeholders, with a focus on supporting collaborative planning across the region and leading community engagement on city shaping initiatives.
10. Align land use planning with infrastructure capacity, sequencing and delivery

Undertaking any other duties, projects or tasks as directed by the Director which are within the employee’s skills, competence and training.

The incumbent is to behave in alignment with Council’s Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Degree qualification in regional and urban planning or related discipline.

2. Contemporary industry knowledge and solid experience in Local Government in the areas of strategic planning.
3. Solid experience and ability to lead, coach and support staff to achieve work targets and objectives effectively and efficiently.
4. Ability to lead strategy development, business cases, and contribute options to advance projects and ensure risks are minimised and economic benefits maximised.
5. Proven ability to analyse information and prepare a report for sound decision making.
6. Demonstrated ability to prepare and manage budgets and to meet the operational and strategic financial targets of the organisation.

Demonstrated high level interpersonal and communication skills and the capacity to effectively influence outcomes with people at all levels both internally and externally.

Desirable Criteria

1. Post Graduate qualification in Management or related discipline.
2. Understanding of Government processes, in particular planning systems and controls, inter-agency relationships, project planning and delivery.
3. Demonstrated experience stakeholder and community engagement.
4. Experience in fast-paced, high-growth city or regional councils, with the ability to influence the trajectory of a rapidly evolving city and deliver innovative planning outcomes that balance growth with environmental sustainability, natural and flooding constraints, and community expectations.

Date:

Agreed:

Employee Name

Employee signature