

City of Nedlands

Director City Development Application Pack

beilby downing teal.

About the City of Nedlands

The City of Nedlands is situated just 7km from Perth and stretches from the banks of the beautiful Swan River to the edge of the Indian Ocean. A population of over 22,000 live in the suburbs Dalkeith, parts of Floreat, Karrakatta, Mt Claremont, Nedlands, Shenton Park, and Swanbourne.

The City of Nedlands is home to:

- City of Nedlands Library
- Mt Claremont Library
- Tresillian Arts Centre
- Positive Ageing Program
- 36 Playgrounds & 59 Parks/Reserves
- City Admin Building
- City Depot

View the City's Council Plan here: https://www.nedlands.wa.gov.au/documents/895/council-plan-2023-2033

Our Purpose and Values

The City of Nedlands exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

This is in accordance with the *Local Government Act 1995* (Section 1.3 (3) Role of Local Government).

We fulfil our purpose through the following roles:

Lead
We lead strategic planning to create and achieve a shared vision for the future.

Provide
We provide infrastructure, services and events to meet local needs.

Advocate
We are a voice for the local community on contemporary issues.

Educate
We deliver public education programs for improved sustainability and wellbeing.

Facilitate
We enable service delivery through partnerships, funding and other support.

Regulate
We regulate compliance with legislation, regulations, local laws and policies.

Our values

Partnership
We work together for the benefits of the community.

Fairness
We provide consistent, fair and unbiased treatment for the whole community.

Accountability
We conduct our business and all our services in an open, transparent and financially responsible manner.

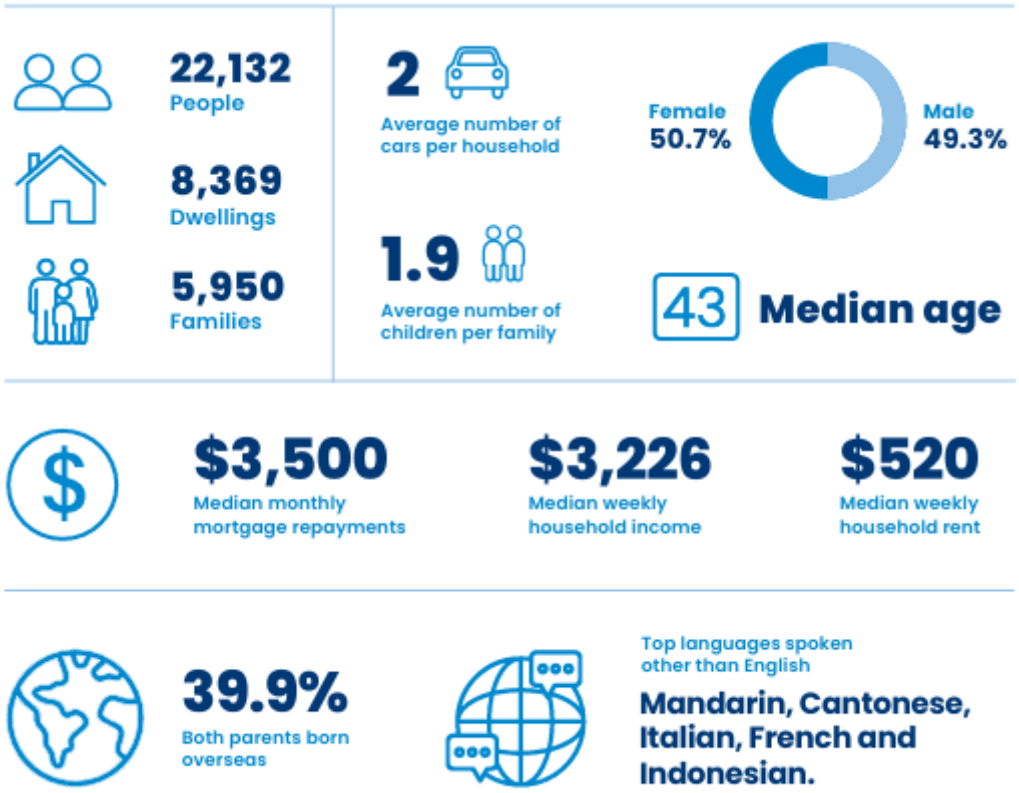




The City of Nedlands is home to one of the most affluent and educated communities in Australia. In the 2021 ABS Census, 66% of residents who had undertaken post-secondary education held a Bachelor degree or higher compared to the Western Australian average of 38%. There is a strong sense of community with high involvement in volunteering. Close to 29% of residents aged 15 years or older are involved in a volunteer role, compared to the Western Australian average of 17%.

Community members are active participants in sports, recreation, arts, culture and heritage. The City of Nedlands is committed to fostering good health and wellbeing through community facilities such as the Tresillian Arts Centre, Jo Wheatley All Abilities Play Space, and local libraries, through community programs and activities such as the Emerge Youth Art Awards and Positive Aging Program, and through beautifully presented parks and gardens.

The City of Nedlands contains six important bushland conservation reserves that form part of the larger South-West Botanical Province and one of the world's 36 recognised global biodiversity hotspots. With natural vegetation ranging from coastal shrublands and grasslands, to Banksia, Marri, Jarrah and Tuart woodlands, and rushlands along the Swan River, these areas provide important habitat and ecological linkages for local flora and fauna, including Carnaby's Black-Cockatoos and Forest Redtailed Black-Cockatoos. The City collaborates with residents to protect and enhance the region's biodiversity through collaborative bushland management programs. The City of Nedlands is proud to maintain a beautiful place for all to enjoy.



Advertisement
Director City Development

Executive leadership opportunity for a highly skilled Local Government planning professional.

- Lead a diverse Directorate
- Newly Elected Council
- Attractive base salary of up to $240,000 plus superannuation plus benefits

THE CITY

The City of Nedlands is a Band 2 Local Government with a vibrant, diverse and engaged community. Situated just 7km from Perth and with a population of over 22,000, the City stretches from the banks of the beautiful Swan River to the edge of the Indian Ocean. The City is at a crucial juncture with a newly appointed Elected Member group in addition to a newly appointed Chief Executive Officer, looking to fill the role of Director City Development, to assist in positioning the organisation for long-term success.

THE ROLE

Reporting to the newly appointed Chief Executive Officer, the Director City Development will be a pivotal member of the Executive Leadership Team. You will provide strategic leadership across planning and building approvals, health and compliance, while also driving the review and redevelopment of the City's land and property portfolio. As the City experiences rapid growth, the successful candidate will play a key role in shaping high-value developments, urban infill and increased density. You will grow the City's commercially focused shared services to nearby local governments and build strong, credible relationships with State Government, industry and developers.

REQUIREMENTS

To ensure success in this critical role, the new Director City Development will have deep technical knowledge of planning and development in a Local Government context. A proven people leader, you will be adaptable and comfortable leading change, with the demonstrated commercial acumen to grow shared services, manage complex planning and property redevelopment. The ideal candidate will have sound analytical and stakeholder management skills and the ability to foster and cultivate a high-performing team with a people-centred approach.

IN RETURN

A contract of five years is on offer and an attractive base salary of up to $240,000 plus superannuation plus car allowance. Co-contribution of superannuation, five weeks' annual leave, Professional Development and flexible work arrangements are also on offer for the successful candidate.

To apply please click the Apply Now button or visit **www.beilbydt.com.au** quoting reference **1261401**. Please provide a comprehensive resume together with a covering letter of up to three pages, addressing the Selection Criteria found within the Application Pack.

Download an Application Pack by clicking or copying and pasting this link in your browser: **https://beilbydt.com.au/application-packs**

For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion on 0427 582 402 or **ebulloch@beilbydt.com.au**.

Applications will close at **4pm AWST on Wednesday 2 December 2026.**

Canvassing of Elected Members will disqualify.

Title: **Director City Development**
Division: City Development
Level: Executive

Position Objectives

- Lead the City Development Directorate (Urban Planning and Development and Health and Compliance business units) and provide strategic advice to Council, Executive and staff in accordance with best practice and legislative requirements.
- Deliver Directorate outcomes identified in the Council Plan and Corporate Business Plan.
- Manage existing and expand the Shared Services provided by this Directorate to other Local Governments primarily in the Western Suburbs.
- Maximise return of the City's land assets through facilitating the redevelopment, disposal and lease for community and commercial purposes.
- Provide effective leadership and management of the Directorate, ensuring objectives and Council Policies and legislative requirements are met.
- Organise and lead the allocation of City Development Division's physical, financial and human resources to meet service requirements and deliver upon actions in the Corporate Business Plan.
- Develop and manage key strategic relationships with government, industry and other partners to advance the City's goals and objectives

Organisational Relationships

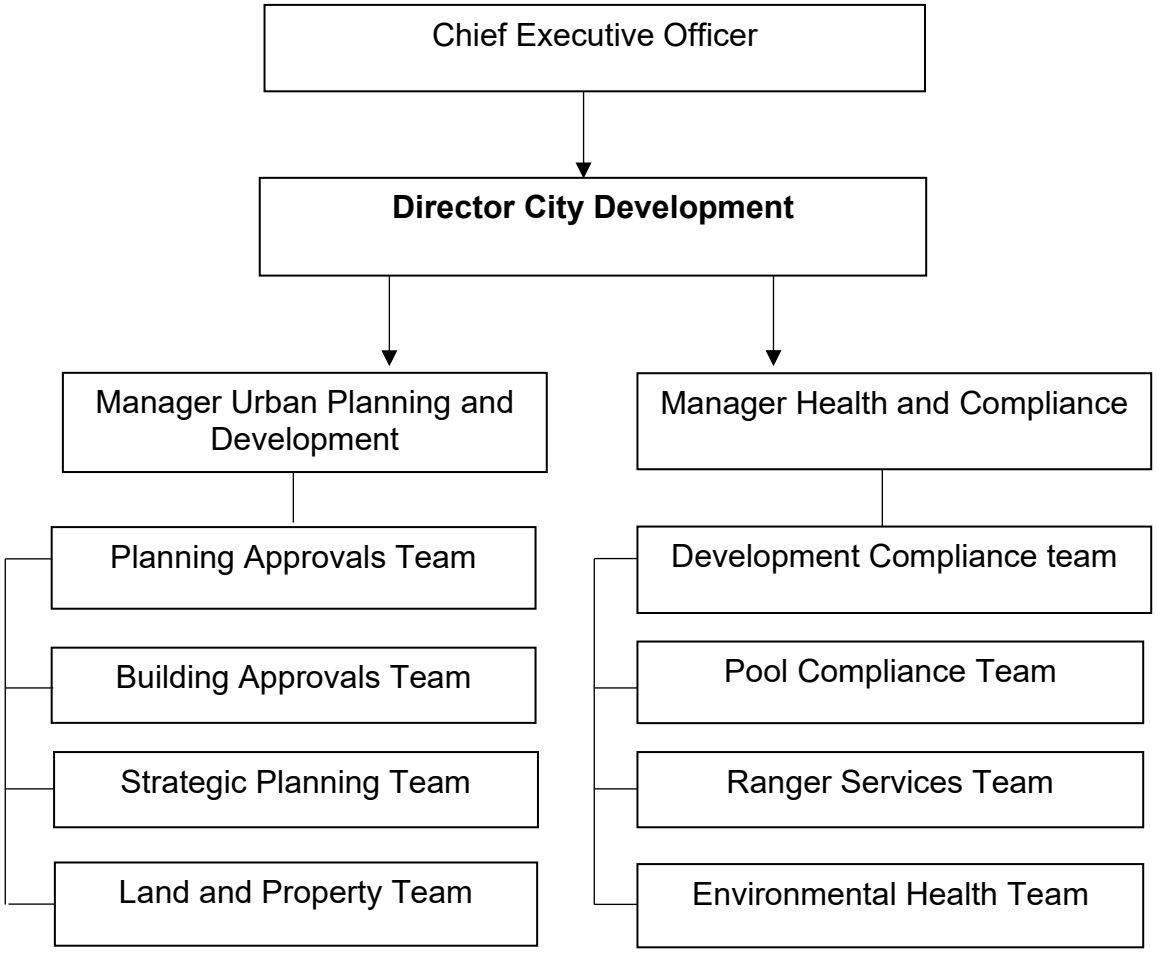
Reporting to: Chief Executive Officer

Responsible for: Manager Urban Planning and Development,
Manager Health and Compliance

Membership of: Executive

Liaison with: Chief Executive Officer, Directors and Managers, Mayor and Councillors, all staff, divisional managers and staff, State government bodies and departments, other Local Government, community groups, ratepayers, and general public.

Organisational Chart



Key Responsibilities

Operational

- Coordinate and delegate, where appropriate the management and control of projects and day to day activities of City Development Directorate, seeking opportunities for continuous improvement and positive team building.
- Lead the functions and outcomes for Urban Planning and Development, and Health and Compliance in accordance with contemporary customer service and continuous improvement principles.
- Ensure operational processes and systems are delivering efficient and effective services to the community.
- Prepare and review the Directorate's and Council's strategic, corporate, and operational plans and policies to maintain effective and efficient delivery of services and reflect Council's strategic objectives.

- Ensure coordination and effective running of City Development Directorate's communications and community engagement processes to enhance transparency and accountability providing support and guidance where required.
- Identify opportunities for improving the delivery of the City's services and obtain State and Federal funding and grants relevant to the City.
- Contribute to the development and submission of the City's annual budget and monitor, review and maintain the Directorate activities within the agreed annual budget.
- Oversee the Division's performance using strategic, corporate business plan, and operational plans and goals.
- Monitor community perceptions of service delivery through market surveys and community consultation.
- Monitor and report to Council variations and possible contradictions in policy, programs, and the implementation of Council decisions.
- Review changes within the Division as a means of continuous improvement.
- Ensure statutory, administrative, and legal compliance.
- Develop and maintain sound relationships with other Local, State and Federal government personnel, people in commerce and other major stakeholders, to enhance the City's business activities.
- Manage the preparation and implementation of major contracts within City Development Directorate to ensure technical accuracy and value for money outcomes.
- Participate in regional projects relevant to the position as required.
- Relieve the Chief Executive Officer under delegated authority as required.

Strategic

- Ensure accurate and timely professional support to the Chief Executive Officer and Council in administrative matters relating to the execution of Council business.
- Lead sustainable strategic development and management of City Development Directorate.
- Contribute to the Divisional and organisational strategic and corporate plans and contribute to the achievement of the City's Mission, Objectives and Values as a member of the Executive Team.
- Contribute to the effective implementation of the Council Plan and Corporate Business Plan within agreed timeframes.
- Review strategic direction and operational plans and policy to reflect changing community expectations, and social and economic requirements and develop innovative solutions to respond to the challenge of density in low density character suburbs.
- Ensure integration of the Division's annual budget with the whole of organisation finance and resource requirements.

- Provide performance reporting updates to the Chief Executive Officer and Council as required.
- Ensure the organisation's structure is aligned to effective and efficient service delivery.
- Develop and introduce new policies and improvement initiatives to continuously improve service delivery in cost effective and efficient ways as they relate to the Division.

People and Culture

- Provide and promote effective leadership, direction, communication, and customer service to City Development staff.
- Maintain effective performance of City Development staff through clear roles and responsibilities, work task lists, regular communication meetings, maintaining up to date performance standards and expectations, regular performance reviews including identification of training and development and management of poor performance.
- Ensure the timing and quality of recruitment and selection of staff meet the needs of the City Development.

Council Support

- Determine and prepare items to be included in report to Council for the City Development Directorate in accordance with regulations, local laws and Council policies.
- Research and compile agenda items and oversee the coordination and review of items prepared by management and employees.
- Interact with Councillors and attend Council and other meetings and provide advice and input on relevant matters when required.
- Implement Council resolutions relevant to the Directorate or as directed by the Chief Executive Officer in a timely manner.
- Provide accurate information and accountability for City and the Council with community groups stakeholders and residents.
- Review new legislation relevant to the City Development Directorate and report to Council, as necessary in a timely manner.
- Undertake research into meeting the community's changing expectations and needs relating to Divisional matters.

Work Health and Safety

- Acquire and keep up to date knowledge on work health and safety matters under the *Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022.*
- Understand the nature and operations of the work and associated hazards and risks for the City Development directorate.
- Ensure the City uses the established resources and processes to eliminate or minimise risks to work health and safety.

- Ensure the City has appropriate processes to receive and consider information about work-related incidents, hazards, and risks and to respond in a timely manner.
- Ensure the City implements processes for complying with their duties and obligations (for example, reports notifiable incidents, consults with workers, complies with notices, provides appropriate training and instruction, and ensures HSRs receive training entitlements).

Risk Management

- Responsible for the City Development compliance with the City's risk management policies and procedures.
- Responsible for performing risk assessments and investigating possible risks associated with operational procedures as reported by staff.
- Comply with the City's risk management policies and procedures.

Requirements of the Job

Essential (unless otherwise specified)

- Significant experience in working with and knowledge of legislation and policy requirements relevant to Local Government urban planning.
- Demonstrated extensive skills in leading and managing teams including delivering organisational and cultural change.
- Highly developed written and verbal communication, interpersonal, problem solving, negotiation and conflict resolution skills.
- Demonstrated financial and budget management skills.
- Experience in facilitating development, disposal and management of community and commercial leases in a local government context highly desirable.
- Demonstrated experience in building effective relationships with government, industry and development sector to assist achieving organisational objectives.
- Experience in working in local government areas with either significant growth or complex and high value developments.
- Experience in establishing and managing provision of shared services to other local governments is desirable.
- Experience of regulatory services oversight is desirable.
- Experience as a Senior Officer in Local Government in areas relevant to the Directorate.
- An Urban and Regional Planning degree with eligibility for membership with Planning Institute of Australia.
- Qualifications in (or progress towards) Business Management or equivalent is desirable.
- A current 'C' class Drivers Licence.
- A current National Police Certificate.

Extent of Authority

- Within broad strategic guidelines and operational policies and under general direction of the Chief Executive Officer.
- Position operates autonomously, and decisions are made using own initiative within the City's policies, delegated authorities, and relevant legislation.
- Authorises operating expenditure for the requisition of goods and services up to $100,000.
- Approves expenditure in relation to training and development programs within the City Development Directorate.

Certification

Authorised by: Chief Executive Officer

Signature:

Date Reviewed: 6 October 2026

Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

APPLICATION:
Your application should include:

- A comprehensive resume; and
- A covering letter of up to three pages, addressing the Selection Criteria found within the Application Pack.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:
Applications should be made online at www.beilbydt.com.au quoting job reference **1261401**.

Applications will close at **4pm AWST on Wednesday 2 December 2026**.

REFEREES:
Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

INTERVIEWS:
Interviews will be conducted either in person or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking and may be required to attend a second interview.

BACKGROUND CHECKS:
Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

PRE-EMPLOYMENT MEDICAL:
The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:
The City of Nedlands maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

WEBSITE:
The City maintains a website www.nedlands.wa.gov.au which contains substantial information.

FURTHER ENQUIRIES:
For further information about the role please contact Emily Bulloch, Principal Consultant – Beilby Downing Teal on 0427 582 402 or ebulloch@beilbydt.com.au.