

# Housing Authority

## Position Description: MANAGER PLANNING AND COMMUNITY DEVELOPMENT



Position	Manager Planning and Community Development
Incumbent	
Reports to	General Manager Land and Housing Development
Date	16/01/2023

### Reporting Positions

Land Management Officers  
Technical Officer  
Environmental Officer  
Valuers

### Purpose

The Planning and Community Development Manager will be responsible for planning of new Land and Housing development projects in line with the Town Planning Act, General Provisions, 1999. The Manager will be responsible for creating thriving and safe communities for our future customers. He/ She will be responsible for reviewing existing plans and proposed plans, facilitating land acquisition and planning permission(s) and ensuring developments are assessed for environmental and economic impacts. The incumbent's main aim is to achieve sustainability by successfully balancing the different social, environmental, and economic issues to assist in official decision-making.

The team that he will lead will work with stakeholders at all levels, across every facet of Land Development to achieve sustainable results minimizing risk to support the Housing Authority's strategic and operational priorities.

### Responsibilities:

The Jobholder has the following responsibilities:

1. Provide expert planning support and assist in the development of the planning processes, identifying and communicating with key stakeholders;
2. Balance the needs of communities, businesses and the environment;
3. Review and monitor existing HA planning guidelines;
4. Ensure that the development areas are attractive, safe and pleasant to live and work in
5. Assisting with consultations and negotiations with consultants and developers;
6. Work closely with Project Engineers on subdivision projects;
7. Regularly communicating the progress of projects and emerging findings to the General Manager Land Housing Development or Head of Risk & Compliance/ Manager Compliance;
8. Reviewing drawings/reports and material prepared by Consultants
9. Review reports prepared by assigned staff;
10. Run public consultations
11. Presenting to committees and meetings on planning proposals;

**Working Relationships****Internal**

HA Board  
Chief Executive Officer  
General Manager Finance and Administration  
General Manager Land and Housing Development  
General Manager Credit Management & Lending  
General Manager Public Rental Board  
Managers

**External**

Consultants  
Statutory Bodies  
Stakeholders  
Customers

**Major Challenges**

- Balancing the needs of communities, businesses and the environment
- Increasing population density strain on existing infrastructure
- Improving control measures
- Ensuring proper allocation of resources
- Improving employee productivity
- Consistent implementation of a risk culture

**Competencies, Experience and Qualifications**

The following competencies, experience and qualifications are required to do this job:

- Bachelor of Urban and Regional Planning and/or Bachelor in Land Management/ Land use Planning or similar appropriate qualification.
- Knowledge of the Town Planning Act and General Provisions
- Have at least 10 years' experience in planning for new housing and commercial development
- Have good knowledge and understanding of Fiji's geography and development needs/ constraints
- Have the skills to design urban spaces to meet the community's needs.
- Provide input and advice on the Land Housing Development 5 and 7 Year development plans.
- Ability to provide observations and recommendations for improvement in business operations
- Proven leadership ability with previous experience leading teams and managing projects, accustomed to taking an active role in executing engagements.
- Excellent communication skills; both written and verbal.
- The desire to work in diverse environment and builds the reputation of HA through the quality of work, knowledge and experience. Air conditioning

**Special requirements:**

1. Demonstrated ability to think critically;
2. Good verbal and written communication skills;
3. Project management Experience
4. Ability to resolve conflict effectively;
5. Strong report writing skills;
6. Research skills,
7. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.

**Salary: Band 5 (\$37,491 - \$56,236)**