**POsition descriptioN**

|  |  |
| --- | --- |
| POSITION TITLE: | **Senior Environmental Planner** |
| DIVISION: | **City Planning and Places** |
| DEPARTMENT: | **Planning and Development** |
| SECTION: | **Environmental Planning**  |
| CLASSIFICATION: | **Band 6** |

**POSITION OBJECTIVES:**

To ensure compliance with environmental planning controls and uphold the integrity of the built and natural environment across the Hume municipality, with a focus on the urban growth zone and the green wedge zones, by:

The key objectives of the position are:

* Monitoring and compliance with the Hume Planning Scheme, Planning Permit conditions, and relevant environmental legislation particularly in relation to development in the Urban Growth Zone.
* Providing technical advice and undertaking assessments of land use planning applications to ensure alignment with environmental planning regulations, local policy, and best practice environmental management.
* Conducting proactive and reactive compliance investigations into potential breaches of the Planning and Environment Act 1987, with a focus on early intervention in subdivision developments and land uses within the inter-urban break.
* Collaborating with statutory planners, developers, and other internal and external stakeholders to ensure timely rectification of non-compliances and promote a culture of accountability and transparency.
* Supporting education initiatives to ensure developers, consultants, and the community understand and meet their environmental obligations throughout the development lifecycle.
* Promoting high standards of environmental protection through the consistent application of planning controls, particularly in areas related to vegetation protection, stormwater management, and soil management.
* Employing knowledge of native vegetation and/or stormwater management to assess planning applications for both infill and greenfield developments within Hume.

**KEY RESPONSIBILITIES AND DUTIES:**

**Environmental Planning Compliance and Enforcement**

* Monitor new and existing developments to ensure compliance with the Hume Planning Scheme and Planning Permits related to Environmental Planning.
* Proactively monitor sites with issued Planning Permits to ensure ongoing compliance with environment-related conditions.
* Carry out both ‘pre-commencement’ and 'final inspections' meetings upon practical completion of new developments to ensure compliance with environment-related permit conditions, Construction Site Environmental Management Plans (CSEMPs), and endorsed plans.
* Provide subject matter expert advice regarding complaints of non-compliance with the Planning Scheme or environment-related permit conditions.
* Draft subject matter expert reports and follow up with Planning Investigations as to whether legal proceedings are required.
* Attend to telephone enquiries from subdivision developers and contractors in a timely and respectful manner.

**Environmental Planning Referrals**

* Provide advice to the Statutory Planning, Strategic Planning, and other departments as required regarding environmental planning issues.
* Provide specialist advice to internal and external stakeholders in relation to Victoria’s planning framework as it relates to stormwater management, vegetation, and biodiversity.
* Liaise with other Council Departments in relation to achieving integrated environmental outcomes.
* Respond to all requests for information in a timely and concise manner, meeting all statutory time limits.
* In instances where planning controls are absent, liaise with property owners and developers to achieve an improvement to the environmental management of land for the benefit of the community
* Regularly inspect properties and provide advice on land management and pollution abatement techniques.
* Provide positive support and encouragement to those persons wishing to voluntarily upgrade a site in terms of its environmental outcomes.
* Communicate the outcome of investigations with Council, the community (where appropriate), Government Departments and other Council Departments
* Prepare reports and other written advice for the Planning & Development department management team.
* Draft reports and letters to other Council departments and agencies.
* Provide appropriate advice in the form of a subject matter expert report to assist the outcome of investigations.
* Attend to telephone enquiries where necessary.
* Represent Council at Enforcement or Planning Appeal Hearings
* Contribute subject matter expertise to the preparation of submissions to the Victoria Civil and Administrative Tribunal (VCAT) and the Magistrates Court and attend in the capacity of a witness, if required, for environmental planning matters.
* Draft condition response to the Planning Investigations team to assist in non-compliance of the Hume Planning Scheme and other relevant environmental and heritage legislation.
* Ensure that an efficient internal records system, relating to enforcement matters, is maintained
* Record details of enforcement proceedings or other investigations, as appropriate, within Council’s electronic filing systems.
* Maintain electronic documentation to a standard which can be submitted in court and tribunal proceedings.
* Provide support and technical advice to internal and external stakeholders, including government departments and agencies, major land developers, Council departments and the community in relation to native vegetation offset managementWorking with the relevant internal teams to ensure that Offset Management Plan requirements are executed as per the condition of permit.
* Working internally with relevant stakeholders, such as Statutory Planning, Parks & Open Space, Infrastructure Delivery, and Land & Biodiversity to ensure that our offset and land management obligations are met.
* Working externally with Trust for Nature, DEECA, EPA and developers to ensure that our offset obligations and the biodiversity and landscape values within Hume are protected and enhanced.
* Identify the need for review and update of planning instruments such as overlays, zones, schedules, policies, and strategies.
* Prepare background documentation to inform updates in relation to the Hume planning scheme in response to environmental and heritage concerns.
* Liaise with Strategic Planning to ensure that environmental subject matter expertise is considered in the planning of future communities within Hume.
* Perform the duties of an Authorised Officer under the Planning & Environment Act 1987, including:
	+ Apply the provisions of the Planning and Environment Act 1987.
	+ Exercise sound professional judgement in relation to the Act.
	+ Conduct compliance and investigations as detailed in the Act.

|  |
| --- |
| **ORGANISATIONAL RELATIONSHIPS:** |
| Reports to: | Team Leader Environment Planning |
| Supervises: | N/A |
| Internal Contacts: | All levels of staff and management at Council, in all service areas |
| External Contacts: | Property Developers, Private Landholders, Contractors, Government Agencies, Councils, Community Groups |

**ORGANISATIONAL CONTEXT**

**VISION**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

**MISSION**

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

**OUR VALUES**

At Hume City Council, our Values underpin everything that we do.

|  |  |
| --- | --- |
| Icon  Description automatically generated | We’re better, every dayWe give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn. |
| Icon  Description automatically generated | We’re in it togetherAt Hume, everyone matters. We welcome and include all. Respect and safety are expected. |
| Icon  Description automatically generated | We show upWe empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will. |
| Icon  Description automatically generated | All for HumeWe strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do. |

**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

* Following established safe working instructions, procedures and policies.
* Taking reasonable care for their own Work Health and Safety and that of others.
* Seeking assistance when unsure of practices, procedures and policies to perform a task.
* Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
* Actively participating and contributing to inspections, audits, team meetings and training.
* Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

* Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
* Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
* Discuss WHS issues as a part of team meetings.
* Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
* Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
* Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
* Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
* Assist with the implementation of Return to Work Plans.
* Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, polices and strategies.

|  |
| --- |
| **POLICE CHECK:**The incumbent must have and maintain a current Police Check  |
| **WORKING WITH CHILDREN CHECK:**The incumbent must have and maintain a current Working with Children Check | [x]  YES [ ]  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK*** The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.)
* The incumbent must undergo a Pre-Employment Audio Test
 | [x]  YES [ ]  NO[x]  YES [ ]  NO |
| **PSYCHOMETRIC ASSESSMENT**The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position | [ ]  YES [x]  NO  |
| **OTHER DUTIES**Responsibilities and duties included in this position description are subject to the *Multi‑skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time. |

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

* Displaying and promoting Our Values.
* Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO, and Code of Conduct.
* Acting within the framework of clearly set objectives, Council policies and budgets, with the freedom to act being subject to regulations and usually subject to appeal or review.
* Proactively providing accurate specialist advice on planning and related environmental matters.
* Providing scientifically sound advice on native vegetation protection and management
* Preparing draft Planning Infringement Notices in preparation for issue
* Preparing draft applications for Enforcement Orders / Interim Enforcement Orders
* Preparing draft correspondence with landowners regarding environmental planning and compliance issues
* Willingness to act as a witness for Council in relevant prosecution proceedings
* Providing formal input into policy and strategy development

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

* Applying sound judgement using procedures developed from theory or precedent when making decisions to problems not previously encountered.
* Ability to take a proactive approach when providing advice and recommendations to customers, internal and external stakeholders, and the community pertaining to planning permit applications, and obtaining the required information.
* Performing inspections and investigations as required by Team Leader Environmental Planning, Team Leader Planning Investigations or Coordinator Environmental Planning and Investigations. This involves gathering and documenting evidence and the ability to manage compliance matters with independence and professional judgement.
* Demonstrating strong analytical and problem-solving skills, with the ability to make sound, evidence-based decisions in a timely and autonomous manner.
* Exercising good judgment when interpreting policies, resolving complex issues, and balancing the competing priorities within the planning and environment.
* Taking ownership of decisions and outcomes, proactively identifying risks and implementing practical solutions.
* Guidance and advice is usually available.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

* A clear and balanced understanding of broader organisational long term goals, and legislative context, as well as Hume’s development obligations.
* Sound operational knowledge of statutory planning compliance, including an understanding of underlying principles, procedures, and the ability to provide advice and direction without direct supervision.
* Specialist knowledge in land management, ecological restoration, and Construction Site Environmental Management Plans (CSEMPs), with a thorough understanding of statutory requirements.
* Understanding of the roles, functions, and interactions between Council departments and relevant government authorities, and ability to navigate inter-agency processes effectively.
* Proficient in the use of Microsoft Office applications, geospatial mapping software such as NatureKit, VicPlan, and DEECA’s Native Vegetation Regulation Map (NVR), and data management software.
* Proficient in navigating Council planning schemes and the Planning and Environment Act 1987.
* Demonstrated ability to be agile, think innovatively, and follow through with tailored solutions to complex environmental planning matters affecting the Hume municipality.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

* Strong time management skills, with the ability to prioritise tasks, manage competing deadlines, and maintain attention to detail while delivering high-quality work within set timeframes.
* Willing to take the lead when appropriate, showing initiative, confidence, and accountability in driving tasks and supporting team objectives.
* Ability to maintain professionalism, integrity, and confidentiality.
* Capable of coaching and supporting leaders by providing on the job training where required.
* Ability to work effectively and productively both independantly and as part of a team.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

* Demonstrated high level of emotional intelligence, including self-awareness, empathy, and the ability to manage interpersonal relationships with sensitivity and professionalism.
* Ability to remain composed under pressure, with the ability to adapt communication and behaviour to suit diverse individuals and complex situations.
* Highly developed written communication skills with the ability to prepare and present concise reports and information for staff on matters relating to the position.
* Ability to influence and build productive relationships with both internal and external stakeholders, using well-developed communication, facilitation, and networking skills to align interests, foster collaboration, and achieve shared outcomes.
* Ability to gain cooperation and assistance from property developers and other stakeholders, regarding compliance requirements, including the ability to issue instructions with authority, professionalism, and sound judgement to ensure regulatory outcomes are met.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* Degree or Diploma in Environmental Science, Urban Planning, Natural Resource Management, or a related discipline with relevant experience; or lesser formal qualifications with substantial experience in complex or comparable organisations delivering advice within an environmental planning context.
* Knowledge and understanding of current environmental issues in Victoria, particularly in relation to vegetation, river and wetland health, geomorphology, and soil management.
* Experience and understanding of Water Sensitive Urban Design, Integrated Water Management, and/or industrial stormwater management
* Prior experience in compliance, with a robust understanding of environmental legislation.
* Completion of relevant training in conflict de-escalation and interpersonal skills is highly desirable and will be considered an advantage.
* A well-versed knowledge of growth corridor challenges and opportunities, and an understanding of the inherent complexity of environmental planning and compliance relevant to the Hume municipality.
* Current driver’s licence.

**TASK** **ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Condition/Activity** | **Constant** | **Frequent** | **Occasional** | **N/A** |
| Manual handling weights – above 10kgs | [ ]  | [ ]  | [x]  | [ ]  |
|  – below 10kgs | [ ]  | [ ]  | [x]  | [ ]  |
| Manual handling frequency | [ ]  | [ ]  | [x]  | [ ]  |
| Repetitive manual work | [ ]  | [ ]  | [x]  | [ ]  |
| Repetitive bending/twisting | [ ]  | [ ]  | [ ]  | [x]  |
| Repetitive kneeling/squatting | [ ]  | [ ]  | [ ]  | [x]  |
| Working with arms above head | [ ]  | [ ]  | [ ]  | [x]  |
| Lifting above shoulder height | [ ]  | [ ]  | [x]  | [ ]  |
| Using hand tools – vibration/powered | [ ]  | [ ]  | [ ]  | [x]  |
| Operating precision machinery | [ ]  | [ ]  | [ ]  | [x]  |
| Close inspection work | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing hearing protection | [ ]  | [ ]  | [x]  | [ ]  |
| Wearing eye protection | [ ]  | [ ]  | [x]  | [ ]  |
| Wearing safety shoes/boots (steel cap) / gum boots | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing other relevant PPE | [ ]  | [x]  | [ ]  | [ ]  |
| Working in dusty conditions | [ ]  | [ ]  | [x]  | [ ]  |
| Working in wet/slippery conditions | [ ]  | [ ]  | [x]  | [ ]  |
| Working with chemicals/solvents/detergents | [ ]  | [ ]  | [ ]  | [x]  |
| Washing hands with soap (hygiene) | [ ]  | [x]  | [ ]  | [ ]  |
| Working at heights | [ ]  | [ ]  | [ ]  | [x]  |
| Working in confined spaces | [ ]  | [ ]  | [ ]  | [x]  |
| Working in chillers (+4 degrees C) | [ ]  | [ ]  | [ ]  | [x]  |
| Performing clerical duties | [ ]  | [x]  | [ ]  | [ ]  |
| Working on a keyboard | [x]  | [ ]  | [ ]  | [ ]  |
| Driving cars and/or trucks | [ ]  | [x]  | [ ]  | [ ]  |
| Other (please specify) | [ ]  | [ ]  | [ ]  | [x]  |

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

|  |
| --- |
| I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein. |
| Name (Please print): |
| Signature: | Date: |

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Degree or Diploma in Environmental Science, Urban Planning, Natural Resource Management, or a related discipline with relevant experience; or lesser formal qualifications with substantial experience in complex or comparable organisations delivering advice within an environmental planning context.
2. Demonstrated knowledge and application of the Planning and Environment Act 1988 including a robust understanding of the Victorian native vegetation regulations, Flora and Fauna Guarantee Act 1988, Catchment and Land Protection Act 1994, and the Environment Protection and Biodiversity Conservation Act 1999 is essential. Familiarity with the Subdivision Act 1988 is also desirable.
3. Proven ability to foster a positive, inclusive team culture and collaborate effectively across internal and external stakeholders to build organisational capability and coordinate complex planning and environmental responses. Actively supports colleagues, particularly in high-pressure situations."Applies analytical thinking to interpret planning referrals, consultant reports, and development plans, including Construction Site Environmental Management Plans (CSEMPs). Demonstrates the initiative to explore options and collaborate with others to reach pragmatic yet informed decisions that balance environmental management with planning drivers.
4. Demonstrates empathy and the ability to view situations from others’ perspectives. Understands the motivations and priorities of various stakeholders and reflects this awareness in arriving at desirable outcomes. Is readily able to adapt their communication style to suit a wide variety of audiences.
5. Proven leadership skills, with the ability to provide guidance, advice and support to deliver high-quality outcomes in a dynamic and customer-focused environment.
6. Excellent communication skills, with a strong customer service ethos, and a demonstrated commitment to inclusion, safety, and continuous improvement.