

POSITION DESCRIPTION

POSITION TITLE:	SENIOR GROWTH AREA PLANNER
DIVISION:	PLANNING, PLACES AND DELIVERY
DEPARTMENT:	CITY STRATEGY
SECTION:	GROWTH AND TRANSPORT PLANNING
CLASSIFICATION:	BAND 6

POSITION OBJECTIVES:

The key objectives of the position are:

- To provide input into the assessment, preparation, implementation and review of local planning policies, strategies, Precinct Structure Plans (PSPs), Development Plans and Development/Infrastructure Contributions Plans (DCPs / ICPs).
- To collaborate in and where directed lead the preparation of amendments to the Hume Planning Scheme.
- To play a central role in the administration of development contributions made through DCPs and ICPs.
- To play a central role in the administration of PSPs in Hume's growth areas.
- To provide high-level strategic land use planning, policy development advice and apply research expertise, with a focus on development contributions for the long-term benefit of the Hume Community.
- To support the preparation of legal agreements with landowners and developers relating to development contributions in line with Council's internal policies and procedures.
- To project manage strategic land use planning projects as directed by the Principal Growth Area Planner and Coordinator Growth & Transport Planning.

KEY RESPONSIBILITIES AND DUTIES:

- Assist in the preparation of new structure plans and development plans for residential, employment areas and activity centres.
- Assist in the preparation of Section 173 Agreements with landowners and developers to secure in kind provision of works and land in lieu of development contributions.
- Support the administration of development contributions including planning, forecasting and tracking financial contributions and land-in-kind/works-in-kind projects.
- Participate in, and where directed, coordinate the review and development of new planning strategies, design, guidelines and policies.
- Prepare amendments to the Hume Planning Scheme and undertake all associated administrative functions required under the Planning and Environment Act 1987.
- Represent Council on inter-municipal and inter-governmental working parties and forums concerning strategic planning and growth issues affecting the municipality.
- Prepare high-level reports and submissions for presentation at Planning Panel hearings.
- Investigate and report on the strategic planning implications of proposed Planning Scheme Amendments or policy changes.
- Use appropriate engagement methods to involve the Hume community in strategic planning processes.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Principal Growth Area Planner
Supervises:	Other strategic planners in a mentor role.
Internal Contacts:	Staff in all relevant Council Departments.
External Contacts:	Relevant State and Federal Government departments and agencies. Industry bodies such as the Municipal Association of Victoria Other Councils Community Legal practitioners, Planning and other Consultants & Developer representatives

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.

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OUR VALUES

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

	We're better, every day We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.
	We're in it together At Hume, everyone matters. We welcome and include all. Respect and safety are expected.
	We show up We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.
	All for Hume We 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.

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- 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.

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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, policies 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	☐ 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	☐ YES ☒ NO ☐ YES ☒ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume values and guiding behaviours.
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Responsible for providing specialist information and advice in the implementation of the Victoria Planning Provisions and other planning reform initiatives, and using discretionary decision-making powers, in writing and over the telephone, subject to the regulations and policies governing such advice.
- The freedom to act is governed by policies, objectives and budgets, with a regular reporting mechanism to ensure achievement of goals and objectives within a scope of position.
- Responsible for assisting in the ongoing review and monitoring of the Hume Planning Scheme and the preparation of high-level Planning Scheme amendments to the Scheme.
- Responsible for working with colleagues to administer developer contributions.
- Required to provide advice and input to the assessment and preparation of developer contributions.

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JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Exercising initiative in undertaking research and analysis in relation to strategic planning issues and providing advice to colleagues.
- Providing formal recommendations on planning matters following discussion with the Principal Growth Area Planner, Coordinator Growth and Transport, Manager City Strategy, Director Planning and Places, the Executive Leadership Team, the Chief Executive Officer and Council.
- Determining the course of action required to complete the management of assigned projects, including when to initiate and report to Council to achieve desired outcomes in a timely manner.
- Developing appropriate methods and techniques for successful implementation of policy.
- Guidance and advice is usually available.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Knowledge of planning trends, theories and the ability to apply contemporary planning methods.
- Well-developed understanding of the Victorian growth area planning system including the operation and administration of development contributions.
- Understanding of relevant strategic planning policies, procedures and processes and goals of the wider organisation.
- Understanding of relevant state and federal government policy and the roles of growth area planning bodies such as the Victorian Planning Authority.
- Well-developed skills in analysis and the application of appropriate research methods in conducting strategic planning studies, assessing submissions and growth area planning practice.
- Knowledge of and ability to interpret State planning legislation, State strategic planning policy and practice and a good working knowledge of the Planning and Environment Act, 1987 and the Victoria Planning Provisions.
- Ability to provide a strategic perspective in the consideration of individual development proposals.
- Strong working knowledge of Microsoft Office and other associated software applications including Excel to undertake work tasks including the tracking and monitoring of development contributions.
- Ability to utilise GIS and other systems and utilise data to prepare maps and plans for analysis and communication purposes.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

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- High level skills in managing time and setting priorities to achieve a broad range of outcomes within established parameters with little day to day direction.
- Demonstrated ability to set and achieve goals and objectives.
- Demonstrated ability to coordinate a project team or working party to desired outcomes

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Highly developed written and oral communication skills.
- Ability to gain co-operation with Council staff, relevant Government agencies, consultants and property developers in the administration of defined activities.
- Ability to liaise with other Council staff to discuss specialist matters and/or to resolve problems in a timely and professional manner

Ability to operate and contribute to small team environment.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- A tertiary degree or equivalent in urban and regional planning with relevant experience, or lesser formal qualifications and substantial relevant experience, or through substantial relevant experience in the field of specialist expertise.
- A working knowledge of growth area planning principles, practice and the Victorian growth area planning system.
- Experience in administering development contributions in the Victorian context.
- Experience in undertaking statutory procedures associated with amendments to planning schemes under the Planning and Environment Act, 1987.
- Experience in conducting community engagement associated with strategic land use planning projects.
- Current Victorian Drivers Licence.

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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	☐	☐	☐	☒
– below 10kgs	☐	☐	☒	☐
Manual handling frequency	☐	☐	☐	☒
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☐	☒
Wearing eye protection	☐	☐	☐	☒
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☒	☐
Wearing other relevant PPE	☐	☐	☐	☒
Working in dusty conditions	☐	☐	☐	☒
Working in wet/slippery conditions	☐	☐	☐	☒
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☐	☒
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☒	☐	☐
Working on a keyboard	☐	☒	☐	☐
Driving cars and/or trucks	☐	☐	☒	☐
Other (please specify)	☐	☐	☐	☒
Other special features (e.g. nature of chemicals, travelling requirements etc):				

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.

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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. Tertiary qualifications in urban and regional planning or related fields.
2. Working knowledge of contemporary strategic planning practice and approaches to addressing growth area planning issues and the administration of development contributions, particularly in Victoria.
3. Well-developed verbal and written communication skills conducive to fostering collaborative relationships and conducting and relaying detailed analysis of complex planning matters.
4. Ability to work and contribute effectively within a team environment and manage workload to deliver projects in agreed timeframes.
5. Skills in statistical analysis and the use of spreadsheets in the implementation and monitoring of development contributions.
6. High level project management skills.

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