**POsition descriptioN**

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| POSITION TITLE: | **Environmental Planner** |
| DIVISION: | **101857** |
| DEPARTMENT: | **City Planning and Places** |
| SECTION: | **Environmental Planning** |
| CLASSIFICATION: | **Band 5** |

**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:

* To protect environmental values and promote the image and appearance of the built and natural environment of the Hume municipality.
* To assess and provide technical advice on environmental planning regulations and local environmental policy for strategic and statutory land use planning applications.
* Ensuring adherence to the Hume Planning Scheme and Planning Permit requirements and conditions as they relate to environmental matters.
* Undertaking compliance and enforcement on environmental matters which breach the Planning and Environment Act 1987.
* Liaising with applicants, owners and the community for the purpose of achieving compliance on a range of environmental elements.

**KEY RESPONSIBILITIES AND DUTIES:**

1. **Environmental Planning Referrals**

* Provide advice to the Statutory Planning, Strategic Planning, and other departments as required regarding environmental planning issues.
* Provide advice to internal and external stakeholders in relation to Victoria’s planning framework as it relates to environmental management, vegetation and biodiversity.
* Liaise with other Council Departments in relation to achieving integrated environmental outcomes.
* Provide advice on best practice environmentally sustainable design and development industrial stormwater management.
* Respond to all requests for information in a timely and concise manner, meeting all statutory time limits.

1. **Environmental Planning Compliance and Enforcement:**

* Assist with implementing environmental planning behaviour change and community education programs, in relation to pollution mitigation from industrial and development sites.
* Monitor new and existing developments to ensure compliance with the Hume Planning Scheme and Planning Permits related to environmental planning and environmentally sustainable design and development.
* 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.
* Communicate the outcome of investigations with Council, the community (where appropriate), Government Departments and other Council Departments.
* Represent Council at Enforcement or Planning Appeal Hearings.
* Perform duties of an Authorised Officer under the Planning and Environment Act 1987.

1. **Native Vegetation Offsets and Conservation Reserve Handovers**

* 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 management and conservation reserve handovers.

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| **ORGANISATIONAL RELATIONSHIPS:** | |
| Reports to: | Team Leader Environmental Planning |
| Supervises: | N/A |
| Internal Contacts: | City Planning & Places, City Services & Living, Infrastructure & Assets |
| External Contacts: | Property Developers, Private Landholders, Contractors, Government Agencies, Councils, and 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.

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| Icon  Description automatically generated | 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. |
| Icon  Description automatically generated | We’re in it together  At Hume, everyone matters. We welcome and include all.  Respect and safety are expected. |
| Icon  Description automatically generated | 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. |
| Icon  Description automatically generated | 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.
* 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.

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| **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 |
| **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  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.
* 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:

* Proactively providing advice, information, and assistance to planning permit applications, customers, internal and external stakeholders, and the community.
* Performing inspections and investigations as required by Team Leader Environmental Planning, Team Leader Planning Investigations or Coordinator Environmental Planning & Investigations. This involves gathering and documenting evidence and providing advice and direction without direct supervision.
* Demonstrates strong analytical and problem-solving skills, with the ability to make sound, evidence-based decisions in a timely and autonomous manner. Exercises good judgment when interpreting policies, resolving complex issues, and balancing the competing priorities of planning and environment.
* Takes ownership of decisions and outcomes, proactively identifying risks and implementing practical solutions with a clear and balanced understanding of broader organisational and legislative context, as well as Hume’s development obligations.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

* Sound operational knowledge of statutory planning compliance, including an understanding of underlying principles, procedures, and the ability to manage compliance matters with independence and professional judgement.
* Strong organisational and time management skills, with the ability to coordinate complex tasks across multiple disciplines such as land management, ecological restoration, and Construction Site Environmental Management Plans (CSEMPs), while meeting statutory and organisational timeframes.
* Demonstrated ability to gather, document, and manage evidence for compliance and matters, ensuring accuracy, accountability, and readiness for potential prosecutorial processes.
* 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 & Environment Act* 1987.
* Well-developed written and verbal communications skills, with the ability to independently, coherently and professionally correspond using sound reasoning and clear, structured language.
* 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:

* Demonstrates 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.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

* Demonstrates high emotional intelligence, including self-awareness, empathy, and the ability to manage interpersonal relationships with sensitivity and professionalism; remains composed under pressure and adapts communication and behaviour to suit diverse individuals and situations.
* Demonstrates the 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 work effectively and productively as part of a team.
* Demonstrates the ability to negotiate effectively with property developers and other stakeholders, clearly communicate compliance requirements, and 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:

* Demonstrated experience delivering advice within an environmental planning context.
* 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
* Experience in compliance and a robust understanding of environmental legislation.
* Completion of relevant training in negotiation 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 within a diverse council jurisdiction such as Hume.
* 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.

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| **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):  XXXX | | | | |

**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:**

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| 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. **Qualifications**Holds a relevant tertiary qualification in environmental science, urban planning, natural resource management, or a closely related discipline.

**2. Technical Knowledge**  
Demonstrated knowledge and application of the *Planning and Environment Act 1987* 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. Collaborative Approach**Proven ability to foster a positive, cooperative, and inclusive team environment. Actively engages with internal and external colleagues and to share insights, build organisational capacity, and coordinate responses to complex planning referrals and environmental issues more generally. Willingly supports others, particularly in complex or high-pressure situations.

**4. Critical Thinking and Problem Solving**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.

**5. Interpersonal and Communication Skills**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.