

POSITION DESCRIPTION

POSITION TITLE:	SUBDIVISION LANDSCAPE OFFICER
DIVISION:	CITY PLANNING & PLACES
DEPARTMENT:	PLANNING & DEVELOPMENT
SECTION:	LANDSCAPE PLANNING
CLASSIFICATION:	BAND 6

POSITION OBJECTIVES:

The key objectives of the position are to:

- Provide landscape expertise in the assessment and approval of landscape plans in new subdivisions.
- Ensure that all landscapes, including open space, streetscapes and waterways, are developed in accordance with Council's Policies, Landscape Guidelines and planning permit requirements.
- Provide technical advice on horticultural practices, plant selection, and landscape design to developers, consultants, internal teams, and stakeholders.
- Ensure all relevant design and construction standards are achieved through the approval of relevant plans and associated documentation.
- Contribute to the development of policies, standards and guidelines relating to landscape development and water sensitive urban design.
- Promote sustainable design principles, including water-sensitive urban design and biodiversity enhancement in growth areas.

KEY RESPONSIBILITIES AND DUTIES:

Landscape Design Plan Assessment and Approvals

- Assess landscape masterplans, concept plans and detailed landscape plans to ensure Council standards and specifications are met.
- Communicate and negotiate any necessary amendments to designs with consultants and developers to ensure compliance with relevant standards and specifications are met.
- Ensure all submissions are in accordance with planning permit conditions and Council's Landscape Guidelines and relevant Policies and Strategies.
- Provide landscape advice to the Subdivision Engineering Team to assist them in providing a cohesive response on Functional Layout Plan submissions.
- Manage all aspects of the landscape plan approval process to ensure that the designs are approved to a high standard and within in a timely manner.

Coordination, liaison and advice.

- Liaise with and provide direction to developers and consultants on open space and landscaping in new subdivisions in accordance with Council's Landscape Guidelines, Policies, and Strategies
- Assist with the review and updates to the Landscape Guidelines when required and as directed by the Team Leader Landscape Planning.
- Provide advice to Capital Works teams on the development of landscape design briefs, concept designs and masterplans, if required, and as directed by the Team Leader Landscape Planning.
- Participate, when required, in the Open Space Planning Control Group in relation to Capital works projects and policy development.

General Duties

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- Manage the tracking of submissions and approvals of all stages in Technology One and Microsoft Excel.
- Assist the Team Leader Landscape Planning with the continuous improvement of landscape processes.
- Provide regular reporting to the Team Leader Landscape Planning to demonstrate that work outputs are meeting any defined timelines and performance targets.
- Monitor current design and best practices within the industry and attend seminars and workshops to maintain working knowledge of the changes in the Industry.
- Assist the Surveillance Officers, as required with attendance at inspections for the construction and handover of landscape works.
- Assist with the coordination of community consultation, in relation to additional works in parks in new estates, if required.
- Respond promptly to all enquires received by phone, mail or in person from developers, consultants, Councillors and the public.

Finance and Administration

- Manage the tracking of landscape approvals, fees, bonding and Statement of Compliance consent.
- Provide direction to administration staff on tasks as they relate to Landscape Planning processes.
- Review appropriate bonding schedules for outstanding landscape works.
- Review and approve appropriate fee schedules, prior to release for Statement of Compliance.
- Request quotations for any works to be undertaken by Council on behalf of Developers, as required.
- Assist the Parks Department in the preparation of maintenance budgets for new open space and streetscape assets, as they are handed over to Council, by populating the tracking spreadsheet with asset details.
- Assist in the annual review of fees and charges for the Landscape Planning area, at the direction of the Team Leader Landscape Planning.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Team Leader Landscape Planning
Supervises:	NIL
Internal Contacts:	All levels of staff and management at Council, in all service areas as required relevant to the position
External Contacts:	Developers Landscape Architects & Engineering Consultants Statutory Authorities & Government Departments Community Groups Residents

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.



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.

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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.

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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, policies 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	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK <ul style="list-style-type: none"> 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 	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Evaluating landscape plans under section 62 of the Planning and Environment Act.
- The evaluation of the status of landscape development works in relation to section 20 (Statement of Compliance) of the Subdivisions Act 1988.
- Advocating for Council's objectives in liaison with land developers, landscape architects and consultants as directed by the Team Leader Landscape Planning.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Ability to analyse site topography, soils, climate and landscape function, to determine appropriate design in the development of landscape plans.
- Ability use sound judgement in the application of Council's guidelines and strategies to achieve appropriate outcomes in relation to open space requirements and retention of remnant vegetation.
- Ability to communicate and influence the opinions of land developers and their consultants to implement Council's objectives.
- Some autonomy is required, however guidance and advice are usually available.

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SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Knowledge of open space planning principles as they apply to new estates and infill subdivisions.
- Knowledge and experience in landscape planning in the context of municipal assets and planning permit applications.
- Ability to maintain and administer effective data and record systems for landscape planning.
- Conceptual, analytical and problem-solving skills in relation to landscape planning and remnant vegetation and water sensitive urban design issues.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to manage time, establish priorities and meet deadlines.
- Ability to supervise staff including an ability to implement staff training and development and ensure adherence to Equal Employment Opportunity and Occupational Health & Safety policies and procedures.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Ability to communicate and liaise effectively with land developers, their consultants, community members and officers of other departments in order to solve problems and achieve outcomes that meet Council's objectives.
- Ability to convey detailed technical information in a manner that is readily understood by others.
- Ability to work effectively in a range of cross-functional teams.
- Highly developed written communication skills including the ability to write reports and prepare documentation and correspondence.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Degree or Diploma in Landscape Horticulture, Landscape Architecture or a closely related discipline and some relevant experience or lesser formal qualifications with substantial experience.
- Experience, or a good understanding of Local Government processes.
- Current driver's 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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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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 Landscape Horticulture, Landscape Architecture or a closely related discipline and some relevant experience or lesser formal qualifications with substantial experience.
2. Experience in / or a good understanding of Local Government processes.
3. Demonstrated ability to liaise with land developers, landscape architects and consultants regarding landscape planning, design and construction.
4. Demonstrated ability to communicate with and gain co-operation from a range of Council officers and community members.
5. An awareness of open space planning principles as they relate to town planning processes.
6. Highly developed written communication skills including the ability to write reports and prepare documentation and correspondence.
7. Practical knowledge of detailed landscape planning processes in a municipal context, and in relation to a variety of planning permit applications.

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