

POSITION DESCRIPTION

POSITION TITLE:	Principal Open Space Planner
DIVISION:	City Planning and Places
DEPARTMENT:	City Strategy
BUSINESS UNIT:	Open Space Planning
CLASSIFICATION:	Band 7

POSITION OBJECTIVES:

The key objectives of the position are:

- To lead open space planning activities that address current and future needs, contribute to visitor experience, environmental conservation, community well-being and Wurundjeri Woi-wurrung cultural values.
- To develop, manage and deliver a master plan and implementation program.
- To provide expert advice and guidance on open space planning matters in the delivery of open space planning services and projects.
- Contribute to the implementation of the Open Space Strategy and wider Council policies and strategies or plans, where it impacts upon open space.

KEY RESPONSIBILITIES AND DUTIES:

Planning and Implementation for Open Space:

- Lead the preparation of planning documents for Hume's open space, including the development and renewal of master plans, landscape improvement plans and feasibility studies.
- Lead the development and management of a long-term, multi-year program for master plan development and implementation projects.
- Identify and establish project budgets and seek funding through capital budget bids, grant funding opportunities or partnerships and prepare project briefs and business cases.
- Work closely with the Project Sponsors, following guidance and direction, whilst ensuring opportunities, issues and risks are highlighted in a timely manner.
- Prepare concise, well written and researched briefings and reports and timely advice on relevant issues and opportunities related to open space planning and management.

Knowledge, Advice and Advocacy

- Provide specialist advice on the open space needs of the City of Hume and interpretation of legislative and regulatory requirements pertaining to the planning and development of open space networks.
- Lead and/or support the review of existing, and development of new policies, strategies and plans for or relating to the open space network within the City of Hume.
- Provide sound knowledge of contemporary open space and recreation trends and issues.
- Leverage staff in other Departments and Business Units, including but not limited to City Strategy, Planning & Development, City Parks & Open Spaces, Climate Action Integration, GIS, Organisational Performance & Strategy and Communications staff in an effective and timely manner to ensure key milestones are achieved to deliver shared Council objectives.

Engagement, Relationships and Stakeholder Management:

- Build partnerships with internal and external industry stakeholders and actively advocate for and seek out opportunities to achieve shared outcomes.
- Proactively seek community participation in planning, service development and decision making through appropriate engagement processes.
- Manage high level and extensive stakeholder input into the development of policies, plans and projects.
- Represent Council on relevant working groups, workshops, community events and committees.
- Represent Council at official functions, meetings, seminars, etc. both during and outside normal working hours, as necessary to effectively carry out the position and to convey a positive public image of Council.

Project Management:

- Lead the development, coordination, management and review of a master plan and implementation program, to proactively support delivery of projects with open space strategic intent for community and environmental need as well as asset renewal.
- Develop and submit funding bids to support the delivery of Capital Works projects and programs, formulation of the annual budget and monitoring of project budgets using Council's financial management systems to ensure compliance and to reflect the most up to date and accurate status of projects.
- Lead and support delivery of open space projects including preparation of project briefs; manage projects within budget and to agreed timelines; prepare reports and; undertake evaluation in accordance with the Project Management Framework.
- Manage consultants, stakeholders and other Council departments on open space planning matters that require specialist advice to achieve positive outcomes for Council and the Hume community.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator of Open Space Planning
Supervises:	N/A
Internal Contacts:	All levels of staff and management at Council, in all service areas.
External Contacts:	Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, State, Federal, Regional and Local bodies as directed, Land Managers and Authorities as directed, Water Authorities, Regional Parkland Partnership Groups, Other Local Governments, Non-government organisations such as Merri Creek Management Committee, Stakeholder and trader associations, Planning and property consultants, Property developers, Community groups, Residents and ratepayers

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 checked="" type="checkbox"/> YES <input 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 and Guiding Behaviours
- Maintaining a knowledge of and working within Organisation Policies, Procedures and Guidelines including OHS, EEO, Purchasing and Code of Conduct.
- Maintaining professionalism and acting with integrity at all times when liaising with the community, colleagues and Council.
- Effectively programming, managing and completing work plans in accordance with agreed outcomes and timelines.
- Providing professional and specialist advice on issues relating to the position.
- Ensuring the objectives within key responsibility areas are achieved and carried out in a professional and timely manner.
- Reviewing and developing strategy and policy relating to open space.
- Providing advice to the Coordinator of Open Space Planning regarding decisions having a major impact on projects and the overall function of the Business Unit.
- Preparing funding submissions in accordance with the position.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Exercising professional judgement and adaptability when evaluating and determining appropriate methods, procedures and practices to achieve the objectives of the unit.
- Reviewing and/or developing new procedures and guidelines to improve service delivery and achieve best practice outcomes.
- Problem solving by drawing on prior experience and knowledge or the application of known techniques to new situations to resolve issues which at times can be of a complex nature.

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- Reviewing the open space planning environment and appropriately communicating issues and identifying opportunities to support continuous improvement.
- Operating autonomously relating to areas of responsibility, with limited direction.
- Guidance is not always available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required:

- Experience in the specialist concepts, skills and techniques in trail and open space planning and policy development, facility planning and community engagement.
- Proficiency in the application of trail and open space principles and knowledge of industry best practice, including the ability to effectively translate this when responding to local trail and open space issues.
- Understanding of a wide range of issues, programs and services relating to trail provision in Hume and the wider industry.
- Knowledge and practical application of the long-term goals of the Open Space Planning Unit.
- Ability to collate and analyse data to establish evidence-based research positions that support the formulation of a position.
- Demonstrated ability to utilise information and communication technology including Microsoft Office applications.
- Demonstrated ability in report writing, preparation of grant submissions, presentations, funding submissions, other written material, and interpretation of drawings/plans related to the key responsibilities.
- An understanding of community capacity and capability in relation to project partnering and contribution.
- Understanding of trail and open space funding opportunities and requirements.
- Sound knowledge of the function and role of local government.
- Thorough understanding of community engagement and participation requirements relating to the planning, development and management of open space services.
- Working knowledge of land use planning and its interrelationship and applicability with trails and open space.
- Knowledge and application of skills in the areas of administration; customer service; budgeting and financial procedures (including procurement).

MANAGEMENT SKILLS:

The following management skills are required:

- Well-developed skills in planning, prioritising and organising work within a set timetable and in an environment of change and conflicting demands.
- Organising one’s own work and that of those who work on the delivery of trails, to achieve set objectives in the most efficient way possible within the resources available and within a set timetable.
- Demonstrated project management skills.
- Demonstrated consultation, liaison and facilitation skills.
- Ability to undertake complex investigatory tasks.
- Ability to solve problems through discussion, negotiation and teamwork.

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- Ability to develop creative, innovative and cooperative work teams.
- Ability to work with minimum supervision as part of a multi-disciplinary team and with a range of stakeholders concurrently.
- Ability to supervise staff and contractors including an ability to implement staff training and development and ensure adherence to Equal Employment Opportunity and Occupational Health and Safety Policy and Procedures.

INTERPERSONAL SKILLS:

The following interpersonal skills are required:

- Ability to gain cooperation and assistance from colleagues, members of the public and external contacts in the planning of open space facilities, services and programs.
- Well-developed interpersonal, listening and verbal communication skills, and the ability to address different audiences in an appropriate and accessible manner.
- Highly developed written communication skills with the ability to write reports, prepare grant submissions, presentations, funding submissions and other written material related to the key responsibilities.
- Ability to participate in professional networks relating to open space issues.
- Ability to communicate effectively to resolve a variety of problems and issues, manage complaints and resolve conflict situations.
- Ability to relate and resolve interdepartmental and intra-organisational issues and challenges in the provision of open space planning services.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Degree or Diploma in open space/recreation planning, environmental planning, landscape architecture, urban planning or similar with several years' experience or a lesser formal qualification with extensive experience.
- Demonstrated working knowledge of open space planning issues in established and emerging urban environments.
- Demonstrated experience in urban/open space/recreation planning, research and the development, monitoring and review of strategic plans.
- Experience in the preparation and implementation of strategies, plans and programs for established and emerging urban environments.
- Experience in the development and implementation of contemporary community consultation processes and place making skills in an urban environment.
- Knowledge of integrated land use planning and its application to the development of open space and urban environments.
- A current Victorian Driver's Licence is required.

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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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:
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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. Degree or Diploma in open space/recreation planning, environmental planning, landscape architecture, urban planning or similar with several years' experience or a lesser formal qualification with extensive experience.
2. Demonstrated experience in the preparation and implementation of open space, land use, recreation or environment strategies, master plans and programs.
3. Demonstrated experience of working with a strategic mindset to collect and interpret data, solve complex problems relating to open space networks with competing demands, to achieve quality outcomes and goals.
4. Experience in consultation, planning and engagement methodologies and tools to deliver community engagement and group facilitation
5. Demonstrated well-developed knowledge and experience in project management.
6. Demonstrated highly developed interpersonal skills and proven ability to gain cooperation and commitment from potential partners and stakeholders.
7. A current Victorian Driver's Licence is required.

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