

WHITEHORSE CITY COUNCIL

Position description

Job title: Precinct Planner, Suburban Rail Loop	
Classification: Band 8	Effective Date: February 2024
Reports to: Coordinator, Strategic Planning	Tenure: Temporary full time (part time will be considered) up to 2 years

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position is primarily responsible for managing Council's involvement in development of Precinct Structure Plans (PSP) for Box Hill and Burwood, as part of the Victorian Government's Suburban Rail Loop (SRL) project.

Key Responsibilities

Position Specific Responsibilities

- Manage Council's roles and responsibilities in the development of the PSPs for Box Hill and Burwood as part of the Victorian Government's SRL project
- Identify and analyse future planning issues and make recommendations to senior management and Council regarding the preferred direction of the PSPs, having regard for the range of existing Council strategies, policies, resolutions, procedures and priorities
- Actively advocate to the Victorian Government for the PSPs to be reflective of the aspirations of Council
- Undertake community engagement activities to inform the position of Council
- Collaborate with a wide range of internal and external stakeholders, including other local governments, Victorian Government agencies (particularly the Suburban Rail Loop Authority), community groups and key landowners/managers.
- Coordinate and analyse inputs from relevant internal departments to ensure Council's position and direction is well-informed.
- Formulate Council's position and lead Council's response on each stage of the SRL PSPs by liaising with stakeholders and drawing on the incumbent's own expertise
- Manage planning projects, including overseeing schedules, budgets, communications activities, reporting, and the management of consultants where required
- Represent Council on committees and working groups relating to SRL to ensure Council's position is understood and considered
- Undertake reporting requirements to Council and the Victorian Government regarding projects and tasks
- Undertake other duties as directed within the skills and abilities of a position at this level.
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Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Prepare, manage and monitor budgets relating to projects and any appointed consultancy services.

Staff responsibility: Nil

Judgement and Decision Making

- The position is accountable for assessing, evaluating and finding solutions to complex and multidisciplinary issues that often have legal, political, social, environmental and financial implications.
- The position will contribute to the development and adaptation of policy and process as it relates to the projects being delivered through this role.
- This position is expected to use their extensive knowledge and experience of precinct planning and adapt to new situations with limited supervision.
- The position has the authority to:
 - Make recommendations in accordance with Council policies, strategies, resolutions and processes. Guidance will be available for decisions outside this range, after the consideration has been given to the opportunities and risks, and formed a recommendation
 - Prepare briefs and issue instructions to consultants and contractors in accordance with the terms and conditions of contracts
 - Represent Council at relevant committees and industry groups
- The position must ensure confidentiality is maintained for all sensitive information and must declare any conflicts of interest.

Specialist Knowledge and Skills

- Extensive specialist experience in strategic planning (including preparation of structure plans), urban planning, urban design, place making or urban renewal projects, with experience in project management and policy formulation.
- Comprehensive knowledge of the *Planning and Environment Act 1987*, the Victorian Planning Provisions, Planning Practice Notes, Local Government Act 2020, Heritage Act 1995, Environment Effects Act 1978, and other relevant State and Commonwealth Acts and Regulations.
- Knowledge of the legal, political, social and environmental context of major infrastructure projects.
- Demonstrated ability to think strategically and laterally, to readily identify opportunities and innovative solutions.

- Highly developed strategy, policy and report writing skills
- Demonstrated project management skills including the management of scopes, schedules, budgets, stakeholders, contractors, communications, risks and evaluations
- High level skills and experience building relationships and stakeholder engagement with a wide array of internal, external and community stakeholders
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

Qualifications and Experience

- A tertiary or post graduate qualification in planning or related field.
- Extensive experience in strategic planning projects, structure planning/precinct planning, urban renewal and policy development, preferably within a government environment.
- Extensive experience in managing projects, including the preparation of precinct structure plans and urban renewal plans.
- Extensive experience in managing all phases of community consultation.
- Experience in contract management, including procurement
- Excellent technology skills are required on packages such as Word, Excel, PowerPoint, Outlook, MS Teams, internet, GIS systems, and have the ability to quickly learn programs used at Council for managing matters such as Council reports, customer requests and budgets.

Interpersonal Skills

- Highly developed verbal and written communication and presentation skills, which enable messages to be tailored to individual audiences in an engaging way, including the ability to analyse complex technical information and convey it appropriately.
- Ability to build rapport and work collaboratively with internal, external and community stakeholders.
- Demonstrated ability to influence external stakeholders through advocacy activities to ensure Council's interests are considered during the planning, delivery and operation of projects.
- Well developed skills and experience in developing, implementing and evaluating community engagement activities across a wide range of demographic groups.
- Ability to effectively resolve conflicts, negotiate outcomes and motivate stakeholders.

Key Relationships:

- The position will negotiate, liaise with and maintain professional relationships with Council officers up to and including the CEO, Councillors, State and Federal Government officers, officers from other local governments, private and public agencies, community groups and members of the public.

Management Skills

- Ability to effectively plan, prioritise and manage multiple tasks in a changing environment to achieve targets within tight timelines and adapt to urgent priorities.
- Influence and develop strong collaborative working relationships within and external to the organisation to achieve objectives and goals of Council and the community.
- Highly professional ability to maintain confidential information on sensitive issues.
- Promote, role model, and develop an understanding of professional behaviours per Council's values and behaviours.
- Set high standards of performance for self; and assume responsibility and accountability for successfully completing tasks.

Key Selection Criteria

- Extensive experience in strategic planning, structure planning/precinct planning, urban renewal and policy development, preferably within a government environment.
- Highly developed strategy, policy and report writing skills
- Highly developed verbal and written communication and presentation skills, which enable messages to be tailored to individual audiences in an engaging way, including the ability to analyse complex technical information and convey it appropriately.
- Demonstrated project management skills including the management of scopes, schedules, budgets, stakeholders, contractors, communications, risks and evaluations
- Demonstrated ability to influence external stakeholders through advocacy activities to ensure Council's interests are considered during the planning, delivery and operation of projects.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Rarely performed	
Hand/Arm Movement Tasks involve use of hand/arms		Performed sometimes	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Performed sometimes	
Standing Tasks involve standing in an upright position		Performed sometimes	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Rarely performed	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Performed sometimes	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Performed sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Keyboard Duties Tasks involve sitting at workstation and using computer.		Performed often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Performed often	

Any other relevant comments:

Short listed candidates may be required to attend a pre-employment medical examination.

This position may be required to attend out of hours meeting.