

CLASSIFICATION: Band 6
OCCUPANT: Vacant
DATE: July 2022

POSITION CONTEXT & OBJECTIVE(S):

The City Strategy and Development branch forms part of the City Growth Directorate and consists of City Development (Statutory Planning), City Strategy (Strategic Planning) City Sustainability (Environmental Planning), and City Building.

The position is located within the City Strategy Unit and is responsible for assisting with a range of strategic planning work, with a strong focus on open space planning.

The Open Space Planner position is expected to have a strong focus on facilitation and policy writing, drawing advice from inter-departmental Council officers to deliver an improved open space environment for the future for Warrnambool.

Objectives:

To facilitate strategic open space planning, including the development and coordination of open space planning policies and strategies.

To liaise inter departmentally for the preparation, development and implementation of internal processes, policies and strategies.

Under the direction of the Coordinator City Strategy, manage certain assigned projects and act as a project team leader for the development of strategies, policies, planning and research for open space provision and development.

KEY RESPONSIBILITIES AND DUTIES:

- Strategically plan and program directions for the present and future network of public open space, parklands and associated facilities.
- To inform, advise and educate the community, Council, staff and public authorities regarding the philosophies, policies, facilities, programs and services relating to open space.
- Conduct research and liaise with other Councils to identify high quality models of open space planning.
- To act as a leader in the promotion of open space, recreation and environment, internal and external to Council.
- To provide sound and timely strategic planning advice to the organisation and broader community in land use, development, and environmental planning (particular focus on open space, coastal and rural);
- To develop and implement projects for orderly and sustainable growth and development strategies for Warrnambool that are consistent with the protection of the natural environment and assets of the municipality, optimising the current and future wellbeing of our communities;
- To provide assistance with the preparation, review and implementation of Development Plans;
- Work as an effective team member to ensure integration across the suite of service units within the City Strategy and Development branch;
- To positively contribute and uphold Council's values:- Accountability; Collaboration; Respectfulness; Progressiveness; Wellbeing.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING

KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. Tertiary qualifications in open space, environmental planning or an associated discipline.
2. Experience in issues of open space planning and management.
3. An understanding of the range of open spaces within Warrnambool and the ability to develop innovative mechanisms to enhance the provision and role of open space.
4. The ability to manage time including setting priorities, planning and organising one's own work.
5. Community engagement skills and the ability to produce cooperative outcomes within a team environment including strong mediation and conciliation skills.
6. Project management experience, including any experience in landscape, natural environment or open space strategies.
7. Demonstrated experience in working within a team environment.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

NO

ORGANISATIONAL RELATIONSHIPS:

Reports to: Coordinator City Strategy

Supervises: N/A

Internal Contacts: Warrnambool City Council Staff

External Contacts: Negotiate and maintain a responsive and professional relationship with a range of relevant Federal, State, Regional and Local Government Agencies; Statutory Authorities and various groups and individuals from the development and business industry and broader community.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Work as an effective project team leader to ensure integration between inter departmental Council officers with responsibilities to open space.
- Monitor and review the performance of projects in determining the priorities for further project work and resource allocation.
- Monitor and review Council's open spaces strategies and other relevant policies and documentation.
- Review objectives and policies, and standards to ensure proper function and performance related to the Warrnambool Planning Scheme.

JUDGEMENT AND DECISION MAKING:

- Provide specialist advice on the planning and development of open space including acquisition and rationalisation of land for public open space.
- Provide advice on the effectiveness of relevant policies and options for proposals relating to Open Space and Environmental Planning as requested and within level of expertise and experience.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

SPECIALIST KNOWLEDGE AND SKILLS:

- Specialist skills in the area of strategic open space planning or an allied discipline. The position requires an understanding of Council's corporate goals and objectives and relevant policies.
- Ability to write succinct policies and strategies drawing advice from well researched technical and legal precedents.
- Highly developed evaluation, analytical and problem solving skills.
- Ability to seek input from, and negotiate with, a wide cross section of interests and develop appropriate actions.
- Application of development processes and standards in accordance with the legislative framework and Council's strategies and operational needs and achieve appropriate results.
- Self-monitored project management skills producing quality results with specific deadlines.
- Prepare the design brief and background material for the appointment of open space planning and design consultants.
- Prepare reports and submissions as required for the coordination of City Strategy and Council on open space issues.
- An understanding of community engagement principles sufficient to provide a sound basis for considered policy development and implementation.

MANAGEMENT SKILLS:

- Positive leadership with the essential diplomatic assertiveness skills to ensure retention of high quality open space planning standards in dealings with other officers, Council and developers.
- Self-motivation and initiative underpinning quality processes and work ethics.
- The ability to manage time including setting priorities, planning and organising one's own work.
- The application of professional skills and experience contributing to increased confidence in the total development assessment process.
- Ability to co-ordinate a cross functional project team with varying views on the role, function and management of open space.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Excellent skills in oral and written communication and the ability to prepare clear and concise reports and submissions.
- The ability to actively participate in open communication with all types of officers, clients, developers and their representatives for current and proposed development projects.
- Strong advocacy of open space planning and environmental standards for development proposals.
- The ability to provide feedback to Coordinator City Strategy regarding strategic and open space planning issues as a core component of operations.
- Ability and commitment to work as a member of a team.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

Essential:

- Tertiary qualifications in one of the following academic fields; open space, landscape architecture, town planning, environmental or horticultural and recreational fields.

Desirable:

- Some experience in project management, planning and policy development.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

OPEN SPACE PLANNER

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING