



Position Description

Senior Heritage Planner

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE:	Senior Heritage Planner
Award Classification:	Band 7
Department:	City Planning & Sustainability
Division:	City Growth & Development
Date Approved:	March 2024
Approved By:	Manager City Planning and Sustainability

ORGANISATIONAL RELATIONSHIPS:

Reports To:	Head of City Policy
Supervises:	No direct staff responsibility; but will be expected to manage and lead projects, project teams, and oversee external consultants.
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, heritage planning, design, development and legal professionals, professional interest and community groups, other Councils.

POSITION OBJECTIVES

- Provide professional strategic planning expertise to the Head of City Policy, Executive Manager City Planning & Sustainability, General Manager City Growth and Development, internal departments, Council and the community with a focus on heritage and related matters.
- Work both independently and as part of a team to achieve timely and appropriate outcomes on a range of complex planning projects relating to heritage, including



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overseeing consultant's delivery of heritage reviews and associated documents and undertaking planning scheme amendments.

- Assist Council's Heritage Advisor in the provision of high quality and consistent heritage advice to internal and external stakeholders, including referrals on planning permit applications, as required.

KEY RESPONSIBILITY AND DUTIES

- Project manage heritage-related planning projects (including heritage reviews), and prepare heritage and related planning policy, planning scheme provisions and supporting amendment documentation in line with legislative requirements.
- Assist in the co-ordination and processing of heritage and related planning scheme amendments prepared by the City Strategy and City Policy teams including:
 - Implementing heritage reviews, new heritage controls (including interim heritage controls) and policies.
 - Overseeing the on-going maintenance of heritage provisions and documents within the Port Phillip Planning Scheme, including fix-up amendments to ensure heritage documents including statements of significance, align with State Government requirements
 - Reviewing planning scheme amendment documentation; and mentoring other members of the City Strategy and City Policy teams in the preparation and processing of planning scheme amendments.
 - Co-ordinating and undertaking community consultation on planning scheme amendments.
 - Representing Council at Planning Panels.
- Maintain Council's heritage review and associated documents and identify and implement continuous improvements to the management of these documents and associated processes.
- Provide professional and timely advice to Council and the community on issues, projects and processes relating to heritage and related strategic urban planning, structure plans and planning scheme amendments.
- Assist Council's Heritage Advisor in the provision of high quality and consistent heritage advice to internal and external stakeholders, including planning permit applications, as required.
- Liaise with government agencies, Inner Region Councils and other stakeholders with respect to heritage matters, and to progress specific projects, and represent Council at in external forums on relevant heritage planning policy issues.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Ability to operate within a corporate structure and to show initiative in producing outcomes that contribute to attaining organisational goals.



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- Accountable for quality of work and specific outputs as identified in an Individual Development Plan and specified in the Unit and Heritage work programs.
- Responsible for accurate and timely delivery of planning scheme amendment processes / documentation.
- Management of personal day-to-day workload and meeting multiple project timelines.
- Responsible for management of consultants and delivery of outputs in line with project scope, timelines and budget.
- Provision of accurate and professional strategic urban planning and heritage advice to other staff, councillors, management and the community, including the production and presentation of professional reports to Council.
- Appropriate use of delegated authority under the *Planning and Environment Act 1987*.

JUDGMENT AND DECISION MAKING

- Ability and confidence to make decisions based on knowledge of CoPP policies and procedures, and professional planning experience and knowledge.
- Prudent communications with Councillors.
- Developing strategic approaches to deliver practical outcomes to complex planning matters.
- Day to day decision making on often complex planning matters in accordance with delegated authority, budget and organisation objectives.
- Sound level of investigative and analytical skills in developing options and preparing policy for new situations.
- A good understanding of Local Government operations and processes.
- Guidance and advice are usually available as required.

SPECIALIST SKILLS AND KNOWLEDGE

- A thorough understanding of the underlying principles of urban planning, the Victorian planning system (both strategic and statutory) and related legislation and its application at the local government level.
- High-level understanding and experience in strategic urban planning, heritage, urban design, and project management.
- Ability to think conceptually and strategically in order to plan for quality, integrated land use, development and design outcomes.
- A thorough understanding of heritage within the statutory and strategic planning context.
- An understanding of the complexities and benefits of integrated planning, heritage and place management.
- Ability to formulate and write planning policy in a strategic manner using analytical, research and investigative skills.



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- An excellent knowledge and understanding of the planning scheme amendment process, and experience in all aspects of the preparation and exhibition of amendments.
- Ability to interpret and implement planning and related legislation, regulations, and processes.
- Sound knowledge of project management principles and an ability to manage projects according to scope, schedule and budget.
- Ability to act as an advocate for the City Strategy and City Policy teams, and Council.
- Sound computing skills.
- Effective report writing skills and presentation skills.

MANAGEMENT SKILLS

- Ability to set priorities, and to organise and monitor workloads and resources to meet required project timelines and to achieve service efficiencies.
- Effective self-motivation and time management skills, and the ability to work to longer term objectives / timeframes.
- Ability to ensure the effective performance of project teams.
- Ability to organise and manage consultant contracts and outputs.
- Ability to initiate change in conjunction with the coordinator, manager and team to deliver service improvements and outcomes.

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.

INTERPERSONAL SKILLS

- Highly developed oral and written skills in the communication of complex ideas and issues to a variety of audiences.
- Demonstrated ability regarding facilitation, negotiation and conflict resolution skills.



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- Sound skills in data collection, research, analysis and presentation of results.
- Self-sufficiency to prepare reports, correspondence and other documents using Microsoft Word and other software applications such as spread sheets, databases and GIS / mapping.

QUALIFICATIONS AND EXPERIENCE

Academic:

- A tertiary qualification in urban planning or a closely related field.

Experience:

- Solid experience, working in strategic and urban planning and including heritage related work, preferably in a local government environment.
 - Experience in preparing planning scheme amendments and in administering planning schemes.
 - Experience in project management.
 - Experience in (or an understanding of) working in a local government environment.

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia, and
- Sufficient proof of their identity.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

KEY SELECTION CRITERIA

- A tertiary qualification in Urban Planning and/or a closely related profession.
Demonstrated experience at a senior level in strategic and urban planning, including the delivery of heritage related work.



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- Experience in delivering heritage related urban strategy and policy projects in an environment of balancing complex issues and competing priorities, and with an understanding of a local government setting.
- Experience in managing the preparation and processing of planning scheme amendments, including related to heritage, and in the administration of planning schemes within the Victorian planning system.
- A thorough understanding of the Victorian Planning System, Victoria Planning Provisions, and the potential to develop and implement planning policy / strategy through statutory mechanisms.
- Ability to deliver concise, accurate and well-written planning reports and documentation. Sound skills in data collection, research, and problem solving.
- Experience in the provision of written and verbal advice, including on heritage matters, in relation to the assessment of development applications.