



Position Details

Position title:	Open Space Planner
Award Classification:	Band 7
Department:	Open Space, Recreation and Community Resilience
Division:	Community Wellbeing and Inclusion
Date Approved:	March 2024
Approved By:	Manager Open Space, Recreation and Community Resilience

Organisational Relationships:

Reports To:	Coordinator Open Space
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- To develop and deliver strategies and plans that will provide the framework for the management of Council's public open spaces.
- To implement the current strategic open space planning, and wider Council policies and strategies for open spaces, including Council's *Places for People: Public Space Strategy 2022 - 2032*.
- To provide advice and guidance around open space planning issues across the department and organisation.



Key Responsibilities and Duties

- Prepare and implement strategies, guidelines and policies to inform the future planning and development of open space.
- Develop and implement open space policies to ensure they are current and responsive to the needs, aspirations and goals of Council and the community.
- Complete the planning phase to inform the design of open space capital works projects.
- Engage and manage consultants.
- Undertake consultation with the Port Phillip community on open space projects.
- Prepare briefing reports, submissions and project updates for management, executive and Council.
- Provide expert advice and information to Council, staff, public authorities and the community on open space issues including representing Council on committees and meetings.

Accountability and Extent of Authority

- Responsible for the development, review and implementation of policies, strategies and project plans under Coordinators supervision.
- Responsible for providing specialist advice to Council, staff, public authorities and the community on strategic open space planning, policy and issues.
- Responsible for responding to the community on requests relating to open space planning.
- Positively represent Port Phillip City Council and advocate on behalf of the Organisation, and enhance and maintain confidence in local government

Judgement and Decision Making

- Provide expert specialist advice to Council, management, staff and the community on strategic public space planning issues, within an environment where stakeholders have conflicting interests.
- Apply understanding of the political, social and legal environment and organisational context of Council to decisions and actions.
- Proactively identify and analyse problems and issues, sourcing guidance and advice both inside and outside of the organisation, as necessary. Guidance is not always available within the organisation

Specialist Skills and Knowledge

- Experience in urban planning, urban design, open space planning or allied closely related discipline.
- Proficiency in working with Adobe Creative Suite, or a similar design program, is desirable.
- Ability to confidently address and liaise with a range of internal and external stakeholders.
- Knowledge and familiarity with managing a project budget.
- Excellent conceptual, strategic and analytical skills.
- Understanding of the long-term goals and broader context of the organisation.



Management Skills

- Ability to manage own time, set priorities, plan and organise own work, despite conflicting pressures, ensuring stakeholder involvement, budgets and timeframes are met.
- Ability to achieve organisational goals and objectives.
- Ability to manage projects and resources to meet deadlines and budgets.
- Ability to organise and oversee external consultants.
- Ability to provide leadership and manage strategic projects, including project managing external consultants.

Interpersonal Skills

- Demonstrated high level interpersonal and communication skills, including ability to prepare concise and accurate reports and presentations.
- Ability to interpret and convey complex information to different audiences using a range of mediums.
- Ability to build and develop positive relationships with internal and external stakeholders.
- Experience in facilitation, liaising, influencing outcomes and conflict resolution.
- Ability to work effectively both under supervision as well as achieve results with a minimum level of supervision.
- Ability to gain cooperation and assistance from members of the public and other employees.

Qualifications and Experience

Tertiary qualifications in a relevant discipline such as urban planning, urban design, or a closely related discipline or less formal qualifications with significant/demonstrated relevant professional experience in planning and policy development, review and implementation processes, preferably in a local government environment.

Experience:

- Experience in the development, implementation and review of open space planning strategies, guidelines and policies.
- Experience developing strategic documents, project management and the delivery of integrated outcomes.
- Excellent written and verbal communication skills and highly developed interpersonal and liaison skills.
- High level analytical and conceptual skills in solving complex problems relating to the planning for, and management, of public spaces.
- Demonstrated experience and high-level ability to mediate and liaise for positive outcomes with a range of community and political stakeholders with conflicting interests.
- Community consultation and stakeholder management experience.



Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification

Child-Safe Standards

- Maintain a child safe culture at 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.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

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
- 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 relevant tertiary qualification in urban planning, urban design, or a closely related discipline or lesser formal qualifications with extensive experience in open space or sport and recreation planning.
- Demonstrated ability to develop, implement and co-ordinate the implementation of high quality and innovative open space planning, policies and strategies.
- Demonstrated knowledge and experience gaining co-operation and working effectively with a range of stakeholders including community representatives, government representatives and staff from across Council.
- Experience developing and implementing open space initiatives which are responsive to the needs, aspirations and goals of Council and the community.
- Ability to manage a range of complex, high-profile projects, to be self-directed and allocate time and resources.
- Excellent written skills, including demonstrated ability to write clear, concise reports

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.