



# Position Description

## Sustainable Design 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.

<b>POSITION TITLE:</b>	<b>Sustainable Design Planner</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	City Planning & Sustainability
<b>Division:</b>	City Growth & Development
<b>Date Approved:</b>	January 2022
<b>Approved By:</b>	Acting Manager City Strategy, Design & Sustainability

### ORGANISATIONAL RELATIONSHIPS:

<b>Reports To:</b>	Principal Sustainable Design Officer
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council employees (including Statutory Planning, Strategic Planning, City Design, Planning Compliance teams), Executive Team and Councillors
<b>External Stakeholders:</b>	Members of the public, residents, planning applicants, development industry, Victorian and Australian Government Department and Agency representatives, Local Government representatives, consultants and contractors.

### POSITION OBJECTIVES

- Improve the sustainability of buildings in the municipality through the development and application of Environmentally Sustainable Development (ESD) policies, guidelines and practices.
- Deliver high quality and timely professional advice and support to internal and external stakeholders to deliver on Council's sustainability objectives.



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- Develop and maintain external partnerships to improve sustainability outcomes in the built environment.

### KEY RESPONSIBILITY AND DUTIES

- Work with the Principal Sustainable Design Officer to deliver Council's Sustainable design and planning functions, to embed sustainability in the design and construction of private developments and Council's assets
- Review planning applications and provide expert ESD advice to internal stakeholders
- Foster and build the capacity of council staff to enable others to understand and implement best practice Environmentally Sustainable Development, including:
  - Building capacity of Statutory Planning staff to facilitate sustainable design outcomes in the planning process through advice, training and providing up-to-date and accurate information
  - Developing and reviewing procedures and processes to support the delivery of ESD outcomes in the Planning Scheme
- Provide expert ESD advice and information to the community including:
  - Ensuring ESD information available to the community on Council's website and other media is current, clear and accessible to the community
  - Meeting with developers and other community members to provide ESD advice and increase understanding of ESD principles
- Develop and maintain partnerships with other councils and Victorian Government partners, including Council Alliance for a Sustainable Built Environment (CASBE), DELWP, Fishermans Bend Taskforce and other relevant organisations to gain consistent sustainable design assessment methodology and planning outcomes.
- Actively contribute to a culture of professional practice and collaboration within the Sustainability & Climate Change team across the five practice areas of Integrated water management, Climate adaptation and resilience, Emissions reduction, Sustainable design and planning and Partnerships.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide effective, accurate and timely advice and support to internal stakeholders, Council and the community consistent with Council and organisational objectives
- Lead the integration and synthesis of policy and regulation and build capacity of internal staff to facilitate sustainable development outcomes through advice, training and providing information
- Liaise with and represent Council in community and special interest or organisational forums



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- Proactively contribute to developing improved effectiveness and efficiency in our procedures and processes

### **JUDGMENT AND DECISION MAKING**

- Exercise day-to-day problem-solving skills with respect to the allocation of resources and time management
- Exercise interpersonal and liaison skills to achieve the objectives of the position
- Investigate and assess ESD and related policy and program issues so as to recommend actions and decisions
- Make operational and day to day decisions under limited supervision and with the capacity to act independently when required or directed.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- An excellent knowledge and understanding of Victoria's planning system, relevant ESD legislation, codes and guidelines
- Knowledge of the application of the Planning Scheme at the Local Government level and the ability to effectively communicate and apply this information
- An excellent understanding of the goals and function of the organisation and an ability to communicate and work towards whole of organisation goals to advance ESD objectives
- Demonstrated knowledge and/or experience in application of relevant built environment rating tools including Built Environment Sustainability Scorecard (BESS), NatHERS, NABERS, STORM, MUSIC and Green Star
- Ability to read and assess building plans and related documents

### **MANAGEMENT SKILLS**

- Ability to set priorities and organise, assign and monitor work to meet the required outputs and maintain deadlines
- Ability to critically analyse and proactively improve systems and processes
- Lead and participate in team-based projects, including a demonstrated ability to facilitate and participate in cross-corporate and multi-organisational projects



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### 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

- High standard of written and oral communication skills
- Ability to liaise confidentially and build effective external and cross-organisational relationships which facilitate high levels of cooperation and collaboration
- Ability to interpret and convey complex information to different audiences using a range of media

### QUALIFICATIONS AND EXPERIENCE

- **Academic:** Tertiary degree in Architecture, Planning, Sustainable Development or similar discipline. Green Star Accredited Professional or Green Star Associate preferable.
- **Experience:** At least 5 years relevant experience in planning, environment, sustainability, urban design or other relevant discipline(s)

### MANDATORY REQUIREMENTS

- N/A

### 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.



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### 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 in line with CHO Direction
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

### KEY SELECTION CRITERIA

- Tertiary degree in Planning, Architecture, Sustainable Development or similar discipline and at least 5 years relevant experience in planning, environment, sustainability, urban design or other relevant discipline(s)
- High level of knowledge in sustainable building design, planning and construction including relevant policies and regulations, rating tools, sustainable design strategies and technologies
- An excellent knowledge and understanding of Victoria's planning system and relevant legislation and their application at the Local Government level
- Demonstrated experience working with external partners to improve sustainability outcomes
- High level of interpersonal and communication skills to enable others to understand and implement best practice Environmentally Sustainable Development
- A track record of contributing to a high performing multi-disciplinary team that is aligned, engaged, collaborative and focussed on customer service and value for the community