



Position Details

Position title:	Strategic Coastal Planner
Award Classification:	Band 7
Department:	Open Space, Recreation and Community Resilience
Division:	Community Wellbeing and Inclusion
Date Approved:	June 2026
Approved By:	Manager Open Space, Recreation and Community Resilience

Organisational Relationships:

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

Position Objectives

Lead the development and endorsement of the Coastal Adaptation Plan (CAP) and related coastal strategies, delivered to agreed scope, quality, budget and timelines.

Lead advocacy and communications for coastal strategic projects, including clear public positioning and responses to coastal erosion risks.

Coordinate the provision of expert coastal advice across Council and to the community, supporting integrated, evidence-based and high-quality outcomes.

This role sets the direction for how Council responds to coastal change, including erosion and climate impacts.



Key Responsibilities and Duties

Strategic Leadership

- Lead development of the CAP, ensuring alignment with legislation, policy frameworks, climate impacts and Council strategies.
- Undertake targeted research to inform strategy and ensure best practice.
- Manage coastal strategy and project development through planning, engagement, procurement and reporting, monitoring performance and risks.
- Manage sensitive and contested coastal issues, balancing community, environmental and political considerations.
- Identify and manage coastal risks, including climate, safety, financial and reputational risks.

Coastal Strategy Implementation and Coordination

- Lead implementation planning for adopted coastal strategies (including CAP and FMP), translating actions into prioritised and funded work programs.
- Work across Council to integrate actions with asset planning, maintenance and operations.
- Enable delivery by working with capital and operational teams, without direct responsibility for construction delivery.

Advocacy, Communications and Partnerships

- Lead development of advocacy positions and communications strategies for coastal initiatives, working with Advocacy and Communications teams to deliver coordinated messaging.
- Act as the subject matter expert for coastal communications, keeping messages clear, consistent and based on evidence.
- Build relationships with State agencies and stakeholders to support advocacy, funding and policy outcomes.
- Manage stakeholder relationships and respond to community issues, coordinating cross-Council input.
- Identify and pursue funding opportunities, including grants and partnerships, to support coastal priorities.

Integration & Corporate Contribution

- Provide expert coastal advice across Council to support decision-making and risk management.
- Facilitate cross-Council coordination to integrate technical, financial and community considerations.
- Prepare briefings, reports and funding submissions.



- Contribute to continuous improvement of coastal strategy, policy and performance.

Financial & Procurement:

- Manage program budgets within delegation, including forecasting and tracking expenditure.
- Lead procurement and manage consultants in line with policy.

General:

- General tasks to support the progress of coastal projects including administration, progress reporting, procurement, minutes and responses to community requests.
- Represent Council at internal and external forums.
- Undertake other duties as required, including occasional out-of-hours attendance.

Accountability and Extent of Authority

- Plan, manage, design and deliver the FMP and CAP, ensuring decisions and actions have a significant effect on programs and projects and align with organisational policies, objectives and budgets.
- Manage consultation with internal and external stakeholders, providing input into policy development and project outcomes.
- Source, recommend, engage and manage contractors and resources within delegated authority, ensuring delivery aligns with organisational policies and objectives.

Judgement and Decision Making

- Provide project management to coastal strategic and capital projects, within an environment with conflicting stakeholder interests, requiring problem solving and the identification and analysis of an unspecified range of options.
- As the Foreshore Coordinator's representative, make recommendations in the best interests of Council and the community, based on the analysis of available options and balanced consideration of competing interests.
- Achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Proactively identify and analyse problems and issues, sourcing guidance and advice both inside and outside of the organisation, as necessary, noting that guidance is not always available within the organisation.

Specialist Skills and Knowledge

- Experience in coastal planning, urban planning, urban design, open space planning or allied closely related discipline, demonstrating proficiency in the application of a theoretical discipline in the search for solutions to new problems and opportunities.



- An excellent knowledge and understanding of the risks and impact of climate change in an urban or coastal context and the role of local government in adapting to climate impacts.
- Ability to analyse government policy and contribute to policy formulation, including determining impacts to Council and the community.
- Ability to confidently address and liaise with a range of internal and external stakeholders including community groups and individuals.
- Demonstrated ability to utilise project management skills and knowledge together with current best practice techniques in the application of professional knowledge to resolve problems.
- Knowledge and familiarity of the principles and practices of budgeting and accounting/financial procedures as they relate to the management of projects in a local government environment.
- Knowledge and familiarity with managing a project budget.
- Excellent analytical skills.

Management Skills

- Plan and prioritise work across multiple projects to meet timeframes and budgets.
- Lead and influence outcomes across teams and external partners, including advocacy and communications functions, without direct authority.
- Apply project management to deliver coordinated coastal outcomes.
- Make informed decisions considering risk, constraints and long-term objectives.
- Identify and implement process improvements.

Interpersonal Skills

- Commitment to working in a team environment.
- Highly developed interpersonal skills with the ability to build trust, collaborate effectively across the organisation and work constructively with a wide range of external stakeholders.
- Excellent verbal and written communication skills, including the ability to convey complex coastal and strategic issues clearly and prepare concise reports, presentations and engagement materials for diverse audiences.
- Strong negotiation, facilitation and conflict resolution skills, supporting productive discussions and positive outcomes in contested or sensitive environments.
- Demonstrated ability to work both autonomously and collaboratively, showing initiative, professionalism and sound judgement under limited supervision.
- Commitment to high-quality customer service, continuous improvement and identifying opportunities to enhance practices, engagement and organisational performance.

Qualifications and Experience

Qualifications

- Tertiary qualifications in a relevant discipline such as coastal planning, urban planning, urban design, or a closely related discipline or less formal qualifications with significant/demonstrated



relevant professional experience in coastal or open space planning and policy development, review and implementation processes, preferably in a local government environment.

Experience:

- Extensive experience in coastal or open space planning, strategy and/or placemaking.
- Experience developing strategic documents, project management and the delivery of integrated outcomes.
- Proven experience with complex community consultation and stakeholder management.
- High level analytical and conceptual skills in solving specialist problems relating to the planning for, and management, of coastal or public spaces.
- Relevant experience in a local government context is desirable.

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.
- 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 coastal planning, urban planning, urban design, or a closely related discipline or lesser formal qualifications with extensive experience in coastal or open space planning.
- Demonstrated experience leading development of complex coastal, open space or adaptation programs/projects with multiple stakeholders to scope, budget and schedule.
- Proven ability to oversee implementation of strategic plans and translate them into funded and sequenced work programs.
- High-level stakeholder management and advocacy capability, including community engagement, intergovernmental relationships and public communications.
- Strong analytical, strategic and problem-solving capability, including climate risk identification and mitigation.
- Excellent written and verbal communication skills, including preparation of concise reports, Council papers and presentations.
- Ability to live City of Port Phillip Values of courage and integrity, personal growth and performance, accountability, creative and strategic thinking and working together.

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.



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Position Description

PD Strategic Coastal Planner

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First