



## Position Details

<b>Position title:</b>	<b>Subdivision Officer</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Building and Planning Services
<b>Division:</b>	City Development
<b>Date Approved:</b>	December 2025
<b>Approved By:</b>	Manager Building and Planning Services

### Organisational Relationships:

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

## Position Objectives

- To manage the subdivision approvals processes for the Statutory Planning team through SPEAR on-line and Council's Pathways database.
- Determine subdivision matters under the provisions of the Planning and Environment Act 1987, Subdivision Act 1988 and relevant regulations and Council's Schedule of Delegation.
- Produce accurate and efficient analytical assessment of subdivision applications, certifications with recommendations and planning applications
- Be the point of contact regarding all land subdivision related issues, including discussion and resolution of issues.
- Assist in developing improved effectiveness and efficiency in the office.
- Manage the SPEAR system including arranging staff authorisations.

- Provide efficient and courteous customer service to all enquiries and promote positive interactions with service users.

### Key Responsibilities and Duties

#### *Leadership*

- Actively promote responsiveness, efficiency and effectiveness in land subdivisions procedures and develop principles, procedures and practices that deliver timely and effective outcomes for Council's land subdivision processes.
- Ensure the maintenance of all systems for the administration of the Subdivision Act 1987, associated legislation and the relevant provisions of Port Phillip Planning Scheme, including ensuring up to date SPEAR authorisations for assisting staff.
- Provide advice and assistance to other officers on subdivision matters.

#### *Processing Planning and Certification Applications*

- Process, progress and determine applications for planning permits and for subdivision and certification, using the relevant on-line system and Council database, pursuant to the limitations of delegated authority.
- Ensure subdivision and certification applications are assessed in a manner which is coordinated and consistent with other relevant approvals (i.e. planning and building approvals) and the requirements of other relevant departments within Council.
- Liaise and work collaboratively with owners, applicants and stakeholders to achieve outcomes consistent with Council policies and objectives
- Be the contact officer for subdivision and certification queries and apply a solutions orientated approach to subdivision enquiries.

#### *Service Delivery and Coordination*

- Implementation of the Council Plan and strategic directions regarding land subdivision.
- Prepare written information where necessary to assist customers understand subdivision processes and requirements.
- Actively develop systems and procedures to improve approvals processes and increase efficiency and quality of service where opportunities for improvement are identified.
- Be responsible for the reputation of the Council's land subdivision service.

#### *Representing Council*

- Respond sensitively and promptly to related requests and complaints.
- Establish and foster strong relationships with internal and external client groups and the subdivision industry including similar officers at other Councils.
- Act as Council's representative on any committee, advisory bodies and voluntary agencies relevant to the area of expertise, as directed.

- Provide expertise and/or representation of Council at relevant public forums related to land subdivision matters, including VCAT, neighbourhood forums and Council meetings.

### *Delegation*

- Act as a delegate for Council as authorised by Council's Schedule of Delegation.

### **Accountability and Extent of Authority**

- Make decisions on subdivision applications under relevant legislation, Council policies, objectives and budgets, within delegated authority.
- Represent Council professionally at hearings, forums and meetings, influencing outcomes and public perception.
- Contribute to policy development and improvements in subdivision practices within established frameworks
- Sign correspondence and decisions relating to subdivision matters in accordance with delegation.

### **Judgement and Decision Making**

- Ability to make decisions based on professional knowledge of statutory and legislative frameworks relating to land subdivision matters.
- Analyse issues requiring identification and evaluation of a broad range of options, applying professional judgement where guidance is limited.
- Ensure recommendations and decisions comply with all statutory and legislative requirements while balancing competing interests.
- Apply creative and innovative problem-solving approaches when necessary.

### **Specialist Skills and Knowledge**

- Strong knowledge of subdivision processes, relevant legislation, and statutory requirements.
- Ability to interpret and apply planning principles and regulations to resolve subdivision issues.
- Skills in assessing applications and providing clear, accurate advice to applicants and stakeholder in accordance with Council guidelines and statutory requirements.
- Competence in using systems and procedures for managing subdivision approvals and certification.

## Management Skills

- Ability to manage time, set priorities, and achieve objectives despite conflicting pressures and deadlines.
- Plan and organise own work and, where required, provide guidance to other staff to ensure efficient outcomes.
- Apply Council's personnel practices, including OH&S and equal opportunity requirements, when supporting staff or coordinating tasks.
- Contribute to improving processes and service delivery within available resources and timelines.

## Interpersonal Skills

- Communicate clearly and professionally with clients, colleagues, and external stakeholders on complex subdivision matters.
- Liaise with counterparts in other organisations to resolve technical or specialist issues.
- Work effectively across teams and with external agencies to deliver coordinated services.

## Qualifications and Experience

- Relevant tertiary qualification in planning or a closely related discipline.
- Several years of experience in subdivision approvals, preferably within local government.
- Equivalent combination of qualifications and extensive experience will be considered.
- Current Victorian Driver's License

## 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

- Experience in subdivision and certification approvals, preferably at local government level, using the SPEAR on-line system.
- A relevant tertiary qualification in Urban and Regional Planning and/or closely related profession.
- Applied knowledge of land subdivision and certification processes including related Acts, regulations and processes.
- An understanding of the policies and requirements of Planning Schemes that relate to land subdivision.
- Highly developed skills in oral and written communication including communication of complex ideas, negotiation and facilitation of stakeholders to quality outcomes.
- Excellent analytical skills and skills in creative problem solving and presentation.
- Ability to develop rapport with elected members and executive management and a demonstrated commitment to high quality customer service.



## Position Description

PD Subdivision Officer, December 2025

*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.*

### Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First