



Position Details

Position title:	Urban Forest Project Manager (Strategic Planning)
Award Classification:	Band 7
Department:	Open Space, Recreation and Community Resilience
Division:	Community Wellbeing
Date Approved:	November 2025
Approved By:	Manager Open Space, Recreation and Community Resilience

Organisational Relationships:

Reports To:	Coordinator, Urban Forest
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 lead the creation and implementation of the new urban forest precinct plans (UFPP's), delivering on time, to a high quality, and within agreed budgets and scope.
- To represent the Urban Forest Strategy objectives, to help guide Council's strategic and capital program priorities, providing expert advice and support to project teams, stakeholders, and sponsors.
- Lead community engagement for urban forest projects and act as the key contact for strategic urban forest enquiries.

Key Responsibilities and Duties

- Lead the development of the new UFPP's, following the format of the pilot precinct plan. Ensuring they are current and responsive to the needs, aspirations and goals of Council, the community, climate, ecological and built environment impacts.
- Manage development and delivery of Urban Forest Precinct Plans, including consultant oversight, engagement, reporting, and alignment with Council's project management framework. Ensuring that the project is delivered within allocated time, quality, and budget constraints.
- Develop and lead the engagement for the UFPP's, including management of internal stakeholder groups, liaising with Council's Engagement Advisors to develop and run community engagement and all associated reporting.
- Prepare reports, submissions, and project updates for management, executive and Council.
- Assist the Coordinator Urban Forest to implement actions from the Urban Forest Strategy, leading projects and representing the Coordinator as required.
- Work directly with teams across council to provide technical expertise to ensure delivery of high-quality urban forest projects which provide ongoing benefits to the community and in alignment with adopted Council strategies and State legislation.
- General tasks to support the progress of strategic development and implementation including administration, progress reporting, procurement, minutes and responses to community requests.
- Other duties as required.

Accountability and Extent of Authority

- Plan, manage, design, and deliver new UFPP's within allocated time, quality, budget constraints and grant funding conditions.
- Plan, manage and engage in consultation with external and internal parties with respect to assigned projects.
- Manage contractors, consultants, and other resources, to undertake projects within delegated limits.
- Provide expert advice and information to Council, staff, public authorities and the community on strategic urban forest issues.

Judgement and Decision Making

- Provide project management to UFPP's, within an environment where stakeholders have conflicting interests.
- As the Urban Forest Coordinator's representative, make recommendations that are in the best interests of Council and the community as well as being balanced and fair with respect to consultants and contractors providing services to Council.
- Ability to 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. Guidance is not always available within the organisation.

Specialist Skills and Knowledge

- Experience in urban forest planning, landscape architecture, urban design, urban planning, open space planning or allied closely related discipline.
- An excellent knowledge and understanding of the built environment, urban forests and urban landscapes and the role of local government as custodians of urban forests.
- Ability to review and critically analyse government policy and strategy to determine impact to Council and community.
- High level written and verbal communication skills, with a demonstrated ability to translate complex information into clear, concise reports and presentations for diverse audiences.
- 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 to resolve problems.
- Knowledge and familiarity of principals of budgeting, accounting and financial procedures as they relate to the management of projects in a local government environment.
- 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.
- Proficiency in working with Adobe Creative Suite, or a similar design program, is desirable.

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 make strategic decisions to ensure the most suitable urban forest outcomes in a timely, cost-efficient and quality controlled framework for the delivery of projects.
- Ability to provide leadership and manage strategic projects, including project managing external consultants.
- Ability to investigate and prepare responses to correspondence and write reports.
- Ability to develop Council plans and practices which enable the achievement of long-term strategies.

Interpersonal Skills

- Demonstrated high level interpersonal and communication skills.
- Highly developed oral and written skills in the communication of complex ideas and issues with a variety of audiences, including ability to prepare concise and accurate reports and presentations.

- Demonstrated commitment to collaborative teamwork, with the ability to foster strong, effective team dynamics and contribute to shared success.
- Commitment to working across the organisation, with project stakeholders in a productive and constructive manner with open communication, accountability and professionalism.
- Ability to work effectively both under supervision as well as achieve results with a minimum level of supervision.
- Ability to build and develop positive relationships with internal and external stakeholders.
- Commitment to high levels of customer service, the development of initiatives, improving practices and identifying opportunities.
- Ability to work autonomously and achieve results with a minimum supervision.

Qualifications and Experience

Qualifications:

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

Experience:

- Extensive experience in urban forest planning, urban design, 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.

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 urban forestry, landscape architecture, urban planning, urban design, or a closely related discipline or lesser formal qualifications with extensive experience in coastal or open space planning.
- Demonstrated ability to develop high quality and innovative urban forest or urban planning, policies, strategies and reports.
- Demonstrated problem solving ability and decision-making attributes to support the team in a complex environment where accurate and timely advice on project and urban forest management matters.



- Diverse experience in whole-of-life urban forest, urban design or open space project planning, including stakeholder engagement and consultation.
- Demonstrated ability to deliver projects within an agreed framework, including management of scope, budget, schedules, resources and policy requirements.
- 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.