



Position Description and Performance Agreement

Placemaking Coordinator

Position No:	CP004SP
Position Classification:	Grade 20
Status:	Full Time
Position Revised on:	November 2017
Position Written by:	Manager Strategic Planning
Division:	City Planning
Branch:	Strategic Planning Section
Reports to:	Manager Strategic Planning
Incumbent:	Vacant
Start Date:	TBA
Special Conditions:	19 day month

1 POSITION CRITERIA

1.1 Essential academic qualifications:

- Degree or postgraduate degree in Urban and Regional Planning, Urban Design, Heritage, Environmental Planning, Sustainability, Economics, or Social Science or equivalent.

1.2 Desirable academic qualifications:

- Post graduate studies in Management or any of the disciplines above

1.3 Essential Licences and/or Certificates:

- Class C driver's licence

1.4 Desirable Licences and/or Certificates:

- Member of the Planning Institute of Australia

1.5 Other Requirements/Experience:

- Significant post-graduate experience, particularly in Policy Development and Strategic Planning including the following disciplines: Placemaking, Urban Design, Heritage, Environment, Sustainability, Economics or Social Planning, particularly in Local Government, public administration or private enterprise.
- Demonstrated extensive experience in the application of the *Environmental Planning and Assessment Act 1979* and *Local Government Act 1993*.
- Demonstrated extensive experience in the preparation and development of land use policy and planning instruments.
- Demonstrated experience in the development and delivery of effective placemaking and town centres revitalisation, urban design, heritage, environmental planning, sustainability, economics, or social planning programs.



1.6 Personal Attributes:

- High level interpersonal, negotiation and communication skills in order to effectively deal with members of the community, developers and Government Departments.
- Excellent written and oral communication skills, including the ability to prepare accurate and concise reports that meet set deadlines.
- Proven investigation and problem solving skills that ensure the development of innovative outcomes and workable, practical solutions from an overall organisational perspective.
- Ability to develop innovative outcomes and solutions for complex planning issues.
- Ability to provide high level strategic advice and guidance on planning issues.
- Ability to understand, interpret and implement relevant legislation.
- Sound knowledge of land use planning principles and understanding of the principles of infrastructure and financial management, including particular knowledge of the principles required to provide effective programs in any of the following: placemaking and town centres revitalisation, urban design, heritage, environmental planning, sustainability, economics, or social planning programs.
- Proven experience in providing strong leadership to professional people within a multi-disciplinary setting and proven ability to co-ordinate a diverse range of functions and programs.
- Knowledge of the principles of corporate governance as they apply to Local Government, including Codes of Conduct.
- Proven experience in the delivery of responsive customer service.

2 OBJECTIVES OF POSITION

2.1 Assist the Manager Strategic Planning in the coordination and operations of the Strategic Planning Branch relevant to the role, including:

- Preparation and implementation of Land Use Strategy and Programs associated with:
 - Placemaking
 - Town Centres Revitalisation
 - Heritage
 - Urban Design
 - Sustainability
 - Social Planning
 - Community Survey
 - Demographics (Hawkesbury Profile)
 - Liveability Outcomes
 - Waste Education
 - Hawkesbury Horizon Initiative.
- Preparation, implementation, monitoring and reporting of Land Use Strategy, Policy and Planning Instruments including Local Environmental Plan, Local Plans, Development Control Plan, Contribution Plans (Voluntary Planning Agreements, Section 64 and 94 Plans) relevant to the Land Use Strategy and Program areas listed above in a collaborative and team focussed manner both within the Branch and throughout the organisation.
- Provide input, advice and liaise with relevant agencies associated with State and Federal Government regulatory changes and funding opportunities.
- Assist the Manager Strategic Planning to manage the Strategic Planning Branch budget
- Assist where required in the preparation of Hawkesbury City Council's Integrated Planning and Reporting Framework documentation, including Community Strategic Plan, Resourcing Strategy, Delivery Program, Operational Plan, Annual Report, End of Term Report, State of Environment Report and other reporting requirements.
- Preparation, implementation and reporting of monitoring systems that support Council's expectations in terms of public participation, understanding and transparency in the planning process ensuring that the community and other stakeholders are an integral part of the strategic planning process.
- Continual business improvement through reviews of business practices, systems and processes.
- Servicing as required of Council's various Advisory Committees and Working Groups relevant to the role, including Town Centres Master Plan Project Group, Heritage Advisory Committee, Human Services Advisory Committee, Sustainability Advisory Committee, Floodplain Risk Management Advisory Committee, and Waste Management Advisory Committee.



- Undertaking specific projects on behalf of the Manager Strategic Planning.

3 KEY ACCOUNTABILITIES

- 3.1 Leadership of the Placemaking Strategic Planners and Officers overseeing the implementation of Council decisions in consultation with the Manager Strategic Planning.
- 3.2 Provide the Manager Strategic Planning professional, technical and strategic advice on all functions of the Placemaking Section and planning operations generally.
- 3.3 Contribute to the development of strategies for the achievement of Council's key objectives.
- 3.4 Represent Council and the organisation as required.
- 3.5 Preparation of evidence for legal proceedings.
- 3.6 Preparation of project related development control plans, local environmental plans, codes and policies.
- 3.7 Provision of professional advice to external and internal customers regarding planning proposals, assessment procedures and statutory requirements relating to development and land use policies.
- 3.8 Preparation and coordination of corporate and land use strategies.

4 SCHEDULE OF DUTIES

- 4.1 Research, analyse, develop, review and recommend strategic land use policy and programs.
- 4.2 Implement strategic plans, policies and programs.
- 4.3 Educate staff and community.
- 4.4 Author and sign correspondence.
- 4.5 Prepare consultants' briefs and supervise consultancies.
- 4.6 Demographic research.
- 4.7 Assess and report on key strategic documents.
- 4.8 Answer enquiries relative to strategic planning generally.
- 4.9 Prepare and give evidence before the Land and Environment Court for appeals/hearings.
- 4.10 Service Council's Committees.
- 4.11 Provide advice on the specific area of expertise.
- 4.12 Attend Council meetings and out of hours community meetings as required.
- 4.13 Other duties, as required in keeping with the objectives of this position.

5 OUTPUT MEASURES

- 5.1 Assist and liaise efficiently with the Manager Strategic Planning.
- 5.2 Relevant legislative and statutory requirements and or industry codes, practices and standards are complied with.
- 5.3 Up-to-date and innovative key strategic documents, programs and associated plans, policies and guidelines are developed.
- 5.4 Project outcomes are delivered at the conclusion of the strategic program on time and within budget.
- 5.5 Succinct and accurate reports.
- 5.6 Increase in staff and community education.
- 5.7 Work tasks are appropriately prioritised and time effectively managed.
- 5.8 Correspondence is managed in accordance with Council's adopted practices.
- 5.9 Requests to take on alternative duties from time to time are accepted and adhered to.



6 CUSTOMER SERVICE

- 6.1 Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.

7 CONTINUOUS IMPROVEMENT

- 7.1 Identify obsolete and inefficient practices and recommendation changes where appropriate.

8 ETHICAL CONDUCT

- 8.1 Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

9 VALUES

- 9.1 Embrace Council's values of:

- Professional
 - We set clear goals, measure results and seek to improve
 - We are sustainable
 - We are resilient
- Engaging
 - We value open and clear communication
 - We listen to the contribution of every individual
 - We value differences in the people and their perspectives
- Ethical
 - We behave with integrity
 - We keep our commitments and deliver
 - We make fair and consistent decisions
- Collaborative
 - We work together
 - We are cooperative
 - We share our ideas and talents

10 WH&S RESPONSIBILITIES

- 10.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.

As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAAs are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAAs are non-negotiable in terms of compliance.

11 EQUAL EMPLOYMENT OPPORTUNITY

- 11.1 Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

12 CORPORATE AND STATUTORY OBLIGATIONS

- 12.1 Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
- To commit to and embrace the objectives of the Hawkesbury Community Strategic Plan – It's our Future, and to be accountable for participating as appropriate in the allocated Operational Plans designed to deliver on the identified objectives as directed.



13 PERFORMANCE AGREEMENT

- 13.1 I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Management Plan.
I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

This Position Description will be reviewed annually in line with Council's adopted Management Plan. Key result areas and performance measures may change depending on the priorities identified in the Management Plan.

Employee

Date

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager

Date

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.