Melton City Council

# Open Space Planner

Position Description

PD: 00486

A welcoming and liveable
City accessible to all

CITY OF MELTON

## 1. Position details

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| Position Title | Open Space Planner |
| Directorate | City Futures |
| Business Unit | City Strategy |
| Position Classification | Band 6 |
| Enterprise Agreement | Melton City Council Enterprise Agreement No 10 2022-2026 or any successor enterprise agreement. |

## 2. Organisational relationships

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| Reports to | Coordinator Open Space Planning |
| Supervises | Nil |
| Internal liaisons | • All Sections of Council including Councillors |
| External liaisons | • Local, State & Commonwealth Government Authorities and Agencies<br>• Community<br>• Consultants and Representatives<br>• Developers and their representatives<br>• Professional Bodies |

## 3. Organisational relationships

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. **Child Safe Environment**
   Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

**5. General Information**

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## 4. Position objectives

- Provide high-quality input in the preparation, assessment, and implementation of plans strategic documents, and other projects that require open space planning input that will help guide future works across the City and development of policy.
- Provide specialist advice subject to regulations and policies and regular supervision in the planning and conceptual design for the capital delivery of landscape architectural works in the public realm and open space, with the capacity to work within multi-disciplinary teams, offering a sound understanding of the importance and delivery of community and stakeholder engagement.

## 5. Key responsibility areas

- Apply theoretical or scientific principles to prepare and review plans, strategies, and guidelines to guide open space planning, minor and major capital works projects, and ensure quality future development outcomes in the public realm and public space that will benefit the municipal community.
- Provide formal input into formulation of policy positions for Council adoption with respect to Open Space policy, and public realm improvements and provide advice to Council on Open Space planning-related issues.
- Develop effective relationships with community groups and stakeholders to guide, support and facilitate their sustainability and engagement in Open Space issues.
- Actively and positively contribute to cross-departmental projects to provide open space planning advice and recommendations for public realm and public space improvements across the organisation.

## 6. Accountability and extent of authority

- Manage a range of open space planning and landscape projects, strategies, and guidelines in a timely manner and within budget.
- Manage the supervision of consultants and contractors undertaking work on behalf of Council to achieve agreed project outcomes and high results.
- Provide specialist advice to other staff, management, Councillors, external providers including landscape architects and developers, and the community on open space matters subject to regulations and policies and regular supervision.
- Represent Council on Committee and public meetings as required.
- Any powers, duties, or functions delegated under Planning and Subdivision legislation from time to time by Council.
- Support the Coordinator and Team Leader of Open Space Planning.
- Provide input into recommendations pertaining to landscape projects, strategies, and guidelines and formal input into policy development.
- Develop creative, innovative, efficient, and practical solutions to project issues and new challenges.
- Identify and utilise opportunities and be innovative in developing new concepts.

- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

## 7. Judgement and decision making

- Provide advice in relation to the development and provision of Open Space both in existing areas and particularly in the City's growth corridors with particular emphasis on the implementation of Council's Open Space and related Strategies with guidance and advice usually available.
- Provide specialist open space planning advice and guidance to Council staff, government agencies, external stakeholders, and the community on a range of open space projects, strategies, and guidelines.
- Exercise decision-making authority within the established framework of approved Council policies, procedures, plans, guidelines, and strategies, with guidance and advice usually available.
- In accordance with instructions from the Coordinator of Open Space Planning, represent the Council in negotiations with internal and external stakeholders and community members regarding public space and public realm projects, the development of strategies, policies and guidelines.
- Exercise initiative and judgment in the provision of technical advice on policies and standards in relation to landscape projects and in responding to inquiries from consultants, contractors, and the community.

## 8. Specialist skills and knowledge

- Demonstrate expertise in the application of all facets and requirements of open space planning, including the practical implementation of site analysis, landscape design, development, documentation, construction, and supervision.
- Understanding of issues associated with development in growth area Councils including the social, environmental, and economic principles that contribute to the creation of sustainable communities in both an urban and rural context.
- Demonstrated understanding of funding opportunities including seeking external funding support and management of reporting and acquittals.
- Knowledge and experience in the formulation of strategic plans, policies, and guidelines.
- An understanding of and experience in the application of relevant regulations, codes of practice, guidelines, and Australian standards.
- Competent in the use of a broad range of digital tools and techniques, with experience in the use of AutoCAD, Illustrator, InDesign, and Photoshop, as well as knowledge in office-based computer software such as Word, Excel, and PowerPoint.
- Demonstrated experience in leading and preparing project briefs, plans, and timeframes with high-quality outputs.

## 9. Management skills

- Demonstrated project management skills to meet budgets, timeframes, project priorities, and milestones, with limited supervision to achieve specific and set objectives in the most efficient way possible within the resources available.
- Promote, advocate, and support OH&S work practices and minimise safety risks to the council, including practices undertaken by consultants and contractors.

## 10. Interpersonal skills

- Prepare, develop, and present and discuss specialist matters on a variety of public space related subjects as required, clearly and concisely, to a range of audiences including professionals and the general public.
- Work collaboratively in multidisciplinary teams across Council and externally to resolve intraorganizational problems.
- Ability to gain cooperation and build rapport with Council staff, government agencies, and external stakeholders to develop effective and productive working relationships and achieve positive organisational outcomes.
- Proficient in facilitating constructive discussions with project proponents or contractors where the result may not be to the benefit of the proponent or contractor.
- This role may require engagement with other employees, management, customers, or clients outside of regular working hours and weekends, in line with the operational needs of the Council.

## 11. Qualifications and experience

- Tertiary qualification in Landscape Architecture, Urban Planning, Recreation Planning or related discipline with some relevant experience or lesser formal qualifications and substantial relevant experience.
- Experience in all facets and requirements of site analysis, landscape design, development, and documentation.
- Experience in the planning, coordination of projects, and the engagement and supervision of consultants and contractors as required.
- Demonstrated experience in undertaking community consultation on a range of projects.
- Current valid Victorian Drivers Licence and employee Working with Children Check.

## 12. Key Selection Criteria

1. Tertiary qualification in Landscape Architecture, Urban Planning, Recreation Planning or related discipline with some relevant experience aligned with open space or land use planning or lesser formal qualifications and substantial relevant experience.
2. Demonstrated project management skills including timeframe management, setting priorities, planning, and managing workloads to complete projects within the prescribed budget.
3. Demonstrated ability to deal with difficult situations, negotiate outcomes and present a positive Council image.
4. Demonstrated understanding of the principles of parks and open space planning and development and an appreciation of the long-term needs of growth area communities.
5. Proficiency with computer software including Microsoft Word, Excel, and PowerPoint and proficiency with computer design software (AutoCAD, Illustrator, InDesign and Photoshop).

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

| Manager City Strategy | January 2026 | |
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| Approved by Position Title | Date Approved | |
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| Incumbent's name | Signature | Date |