

Melton City Council

Senior Open Space Planner

Position Description

PD: 00487

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Senior Open Space Planner
Directorate	City Futures
Business Unit	City Strategy
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Open Space Planning
Supervises	Open Space Planners
Internal liaisons	• All Council staff
External liaisons	• Local, State & Commonwealth Government Agencies, Authorities, and Agencies • Community • Clubs and Associations • Consultants • Developers • Professional bodies

3. Our Organisation

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

- Lead and manage a diverse portfolio of open space planning projects and programs.
- Provide specialized advice and guidance to various stakeholders, including Council staff, Councillors, government agencies, and the community.

5. Key responsibility areas

- Manage a diverse portfolio of projects, strategies, policies and guidelines related to open space planning and landscape, ensuring timely execution while adhering to policies, objectives, and budgets.
- Manage consultants and contractors undertaking work on behalf of the Council to achieve agreed project outcomes and high quality results subject to professional and regulatory review.
- Provide specialist advice to other staff, management, Councillors, external providers including landscape architects and developers, and the community on open space matters subject to professional and regulatory review.
- Represent Council on Committee and public meetings as required to ensure the achievement of goals and objectives or on the public perception of the organisation.
- Support the Coordinator and Team Leader Open Space Planning to mentor staff and contribute towards the continuous improvement of the team performance.
- Undertake any powers, duties, or functions delegated under Planning and Subdivision legislation from time to time by Council.
- Oversee the procurement of resources for assigned projects in accordance with Council's Procurement Policy, Purchasing Procedures manual, and allocated budget.

6. Accountability and extent of authority

- Manage a diverse portfolio of projects, strategies, plans, policies and guidelines related to open space planning and landscape ensuring timely execution while adhering to policies, objectives, and budgets.
- Manage the development of cross-organisational projects pertaining to open space planning and participate in the development of policy.
- Manage consultants and contractors undertaking work on behalf of the Council to achieve agreed project outcomes and high quality results subject to professional and regulatory review.
- Provide specialist advice on complex planning and landscape matters to other staff, management, Councillors, external providers including landscape architects and developers, and the community on open space planning matters.
- Provide specialist advice in regard to the assessment of open space infrastructure and recommendations on open space development, subject to professional review.
- Provide leadership to and oversee the day-to-day operation and performance of Band 5 and 6 Open Space Planning team members.

- Set clear team goals and Key Performance Indicators (KPIs), monitor performance metrics, identify training needs, and offer coaching, while actively listening to team feedback, resolving conflicts, and providing both informal and formal feedback as needed.
- Undertake any powers, duties, or functions delegated under Planning and Subdivision legislation from time to time by Council.
- Oversee the procurement of resources for assigned projects in accordance with Council's Procurement Policy, Purchasing Procedures manual, and allocated budget.
- 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 strategic advice in relation to the planning for and development of open space both in existing areas and growth corridors and demonstrate advanced problem solving skills when facing new situations or where established techniques are not appropriate.
- Ensure identification and analysis of an unspecified range of options before any recommendation is made when formulating council policies, guidelines and strategies.
- Provide specialist advice and guidance to Council staff, government agencies, external stakeholders, and the community on a range of open space policies, strategies, and guidelines and recognise when established techniques and documents are not appropriate and problem solving is required.
- Make decisions based on approved Council policies, procedures, plans, guidelines, strategies and provide best practice advice when such documents are not available within the organisation.
- Think strategically and develop innovative solutions whilst considering a broad range of internal and external factors, Council and stakeholder values, and objectives to obtain desired project outcomes.

8. Specialist skills and knowledge

- Comprehensive knowledge of the various stages of open space development from initial assessment and programming through to delivery and ongoing maintenance.
- Comprehensive knowledge and experience in all aspects of open space planning, including the development of strategic plans, policies, policy options, briefs and guidelines.
- Demonstrated experience in developing solutions when faced with new problems and opportunities related to open space planning.
- Knowledge of the challenges and opportunities associated with open space planning, delivery and maintenance within a growth area Council.
- Proven high level analytical and conceptual skills with an understanding of and experience in the application of regulations, codes of practice, guidelines, and Australian standards.
- Understanding of the new challenges associated with policy and strategy formulation and demonstrated analytical and investigative skills in relation to the development of strategic documents and policies.
- Demonstrated knowledge of grant funding opportunities and experience in the preparation of grant applications, reporting and acquittals.

- Proficient in the use of a broad range of digital tools and techniques, with extensive 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.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.
- Knowledge of and experience in the procurement of consultants to undertake open space site assessments including cultural heritage management plans, surveys, service scans, arborist assessment and ecological reports.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

9. Management skills

- Demonstrated skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Proficient in preparing project briefs, plans, budgets, and timeframes while delivering outputs of exceptional quality.
- Demonstrated experience in the implementation of personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee's development schemes. Contribute to the development and implementation of long-term staffing strategies.

10. Interpersonal skills

- Well-developed written, verbal, and graphic communication skills, with the ability to prepare, develop, and present on a variety of subjects as required, clearly and concisely for a range of audiences.
- Highly-developed liaison skills with the ability to gain cooperation and build rapport with Council staff, government agencies, and external stakeholders to motivate and develop effective and productive working relationships and achieve positive organisational outcomes.
- Identify stakeholder and customer needs and expectations, decide on appropriate action, and respond accordingly.
- Well-developed skills in negotiation and influencing with the ability to develop creative solutions and achieve desired outcomes that advance Council objectives.
- Experience in facilitating and coordinating community and stakeholder engagement, including assisting in conducting public meetings and forums with the ability to deal with difficult situations and present a positive Council image.
- Represent Council on committee and public meetings on projects pertaining to open space planning.
- Work positively and proactively within a team environment.

11. Qualifications and experience

- Tertiary qualification in Landscape Architecture, Urban Planning, Recreation Planning or related discipline with several years of subsequent relevant experience or lesser formal qualifications with extensive relevant experience.

- Experience in leading multi-disciplinary teams, preparing project briefs, and delivering high-quality outputs.
- Highly developed analytical and lateral thinking skills and demonstrated experience in solving complex problems relating to the use, design, delivery and maintenance of open space. .
- Experience in the coordination of projects and the engagement and supervision of consultants and contractors.
- 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 several years of subsequent relevant experience or lesser formal qualifications with extensive relevant experience.
2. Highly developed project management skills including task and time management, setting priorities, planning and managing workloads to complete projects within prescribed timeframes, on budget, and with limited supervision.
3. Highly-developed liaison skills with the ability to gain cooperation and build rapport with multi-disciplinary teams, Council staff, government agencies, and external stakeholders to develop effective and productive working relationships and achieve positive organisational outcomes.
4. Well-developed written, verbal, and graphic communication skills, with the ability to prepare, develop, and present on a variety of subjects as required, clearly and concisely for a range of audiences.
5. Proficient in the use of a broad range of digital tools and techniques, with significant 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.

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

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

