



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Environmentally Sustainable Development (ESD) Advisor			
<b>POSITION NO:</b>		103107	<b>CLASSIFICATION:</b>		Band 7
<b>DIVISION:</b>		Planning and Place Making			
<b>BRANCH:</b>		Statutory Planning			
<b>UNIT:</b>		Statutory Planning			
<b>REPORTS TO:</b>		Manager Statutory Planning			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer. We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

As a senior member of Council's Statutory Planning Branch, the Environmentally Sustainable Development (ESD) Advisor is expected to manage a range of permit applications and other related tasks in accordance with the Yarra Planning Scheme and being mindful of statutory timeframes, in a timely manner and with limited direct supervision.

The objectives of the position are to:

- assist statutory planning team make decisions about ESD outcomes during their assessment of planning permit applications;
- create awareness and educate the statutory planning team on environmental measures that can be incorporated within developments to achieve ESD outcomes;
- assist the City of Yarra in incorporating ESD outcomes in existing and proposed assets across the Municipality;

- be Council's representative on ESD matters as they arise with CASBE and IMAP.

## **ORGANISATIONAL RELATIONSHIP**

The ESD Advisor is an ongoing position created to address the increasing need to incorporate sustainable design into developments within the Municipality. It is strongly linked to an objective of the Yarra Environment Strategy: Towards Local Sustainability and the implementation of the ESD Local Policy in the Yarra Planning Scheme.

The successful will negotiate and maintain a professional relationship with various contractors and suppliers of building and development services. This includes working closely with the Yarra community, other branches of Council, permit applicants (including developers, architects, home owners and businesses), the development industry, government agencies and utility providers, public transport operators and institutions. The successful will pursue branch, divisional and corporate goals through effective team work between other branches of Council, and through developing sound working relationships with a range of stakeholders.

## **KEY RESPONSIBILITY AREAS AND DUTIES**

The key focus for the ESD Advisor will be to integrate environmentally sustainable development (ESD) principles into Council practices and planning processes to maximise environmental outcomes for all built form in the Municipality.

The key role of the ESD Advisor is to:

- work with developers and planning permit applicants to encourage and facilitate the use of the BESS (Built Environment Sustainability Scorecard) and STORM assessment tools and other relevant ESD tools;
- provide planning permit applicants constructive feedback on submitted Sustainable Design Assessments (SDAs) and Sustainability Management Plans (SMPs) utilised to enhance ESD outcomes;
- work with the statutory planning team to facilitate and support their engagement with planning permit applicants in encouraging the use of the ESD assessment tools, and build capacity for statutory planners to assess Sustainable Design Assessments (SDA) reports;
- work with Council staff to ensure sustainable development principles and outcomes are incorporated into major council works;
- collaborate with other Councils and the Council Alliance for a Sustainable Built Environment (CASBE) to progress sustainable development through the planning system;
- work with the strategic planning team to continue the incorporation of ESD into planning policy and processes;
- monitor the effectiveness of techniques employed to progress sustainable development; and
- participate in pre-application meetings with statutory planning staff / developers and provide input, as appropriate, into the proposed building design.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position directly reports to the Manager of Statutory Planning and will have strong working relationships with the Manager Assets Division. The ESD Advisor will hold responsibility for sustainable design aspects of major works to Council buildings and to encourage high environmental performance standards for all built form, and major developments, in the Municipality.

The ESD Advisor has no position that directly reports to them but will work informally with the statutory planning team in a mentoring and advisory capacity and may need to supervise consultants and temporary staff on an intermittent basis.

Internally, the ESD Advisor is responsible and accountable for making accurate, timely and informed assessments of planning permit applications and other statutory planning matters and is accountable for providing advice that is timely, concise, accurate, technically sound and of a high quality.

Externally, the ESD Advisor is responsible and accountable for keeping a record of all external consultations, including details about any advice given. When giving advice, the ESD Advisor will be responsible for seek the appropriate input / direction from other Council staff / consultants where the matter is beyond their expertise and collaborate with other Council departments, as required, if required to provide a response from Council.

### ***Safety & Risk***

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

### ***Sustainability***

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

### ***Yarra Values***

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Teamwork

- Integrity
- Respect
- Accountability
- Innovation

## **JUDGEMENT AND DECISION MAKING**

The ESD Advisor is required to have the following judgement and decision making:

- Provide internal expert advice on all aspects of sustainable design – this may involve seeking external advice and liaising with other professionals to progress sustainable design.
- Make responsible decisions based on informed interpretation of standards and statutory requirements and current trends and knowledge in sustainable design.
- Adopt an objective balanced approach in dealing with conflicting perspectives and exercising judgement.
- Draw upon expertise in architecture, urban design, building science, engineering, environmental science or similar field in providing expert advice to Council and the public about achieving Council's ESD goals and objectives.

## **SPECIALIST KNOWLEDGE AND SKILLS**

The ESD Advisor is required to have the following specialist knowledge and skills:

- Working knowledge of current sustainable design and development technology, initiatives and demonstration projects.
- Working knowledge and experience in the use of ESD assessment tools (like BESS, NatHERS Green Star and STORM).
- Sound understanding of the internal and external environment in which Council can facilitate and encourage the use of ESD assessment tools and ESD outcomes in built form and capacity to work effectively and responsibly within this context.
- Working knowledge and understanding of State and local government policy relating to environmental sustainability.

## **MANAGEMENT SKILLS**

The ESD Advisor is required to have the following management skills:

- Be proactive and inspire the commitment of others regarding ESD initiatives.
- Manage time and plan and organise work to be undertaken to meet set objectives and timeframes.
- Demonstrated ability to participate in cross organisation and multi-organisational projects.
- Ability to work effectively both independently and in a multi-disciplinary team.

- Ability to exercise a high standard of professional judgement when assessing development proposals against the BESS criteria.
- Ability to complete tasks in a timely manner having regard to statutory timeframes and customer expectations.
- Ability to properly document all ESD advice given and other matters using Council's filing, record keeping and database systems.

## **INTERPERSONAL SKILLS**

The ESD Advisor is required to have the following interpersonal skills:

- Ability to effectively communicate and encourage ESD outcomes in built form, to solve problems and negotiate positive outcomes with a sound understanding of the needs and concerns of applicants and Council objectives.
- Excellent oral and written communication skills including the ability to prepare and present reports and negotiate positive outcomes.
- Ability to liaise with counterparts within Council and other organisations, to resolve specialist problems and progress ESD outcomes at a broader level.
- Appreciation of the diversity of stakeholders in the planning process and an ability to work co-operatively with these stakeholders.
- Ability to interact effectively with statutory planning staff.
- Ability and willingness to solve problems through discussion, negotiation and teamwork.

## **QUALIFICATIONS AND EXPERIENCE**

The ESD Advisor is required to have the following:

- Tertiary qualification relevant to ESD urban design, architecture, building science, engineering, environmental science or a closely related discipline.
- An understanding or working knowledge of the *Planning and Environment Act 1987*, the Yarra Planning Scheme and the wider legal, socio-economic, environmental and political context.
- Working knowledge of current sustainable design and development technology, initiatives and demonstration projects.
- Demonstrated interest in sustainable design and development issues and a preparedness to show initiative in research and policy development.
- Relevant experience and a demonstrated ability in undertaking project work within set timeframes.
- A thorough understanding of sustainability theory as well as having the experience with environmentally sustainable practices, and the ability to be

strategic and creative in problem solving and driving change for environmental outcomes (essential).

- Experience with the BESS program (desirable).

### **KEY SELECTION CRITERIA**

Applicants for the position of ESD Advisor will be selected according to the following criteria:

- Relevant tertiary qualification.
- Working knowledge of current sustainable design and development technology, initiatives and projects.
- Experience and technical expertise in the use of ESD tools and sound understanding of their respective benefits and limitations.
- Sound understanding of the internal and external environment in which Council can facilitate and encourage the use of ESD assessment tools and ESD outcomes in built form and the capacity to work effectively, efficiently and responsibly within this context.
- Proven ability and skills in managing multiple tasks within prescribed timelines, autonomously and with limited direct supervision.
- Sound knowledge of government planning policy relevant to ESD.