

Coordinator Urban Design

Position Number: 500464

Directorate: Development and Infrastructure

Department: Strategic Planning

Reports to: Manager Strategic Planning

Classification: Band 8

Employment Status: Permanent

Location: **Wallan Office** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: June 2018

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



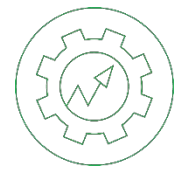
Respect



Customer Service
Excellence



Accountability

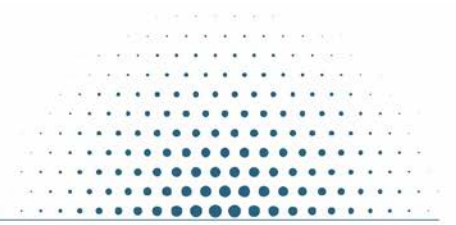


Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure



- > Advocacy and Community Services

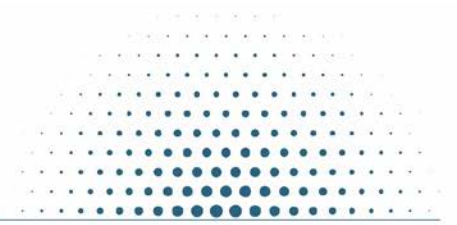
About the Role

Objectives

- > Driving the urban design agenda to achieve best practice urban design outcomes for the Shire.
- > Ensuring urban design considerations form key part of the decision making process and inputs into all major internal and external strategic projects and policies impacting upon the public realm.
- > Continue to build on the profile and evolving role of urban design and its importance across the organisation.
- > Instil culture of design collaboration across the organisation.
- > Building and maintaining effective relationships with internal and external stakeholders, through the course of complex problem solving situations and negotiations in order to drive high quality urban design outcomes.
- > Ability to understand and implement urban design outcomes in a strategic framework and to translate urban design principals into subdivision layouts and concepts
- > Balancing competing work program priorities within available resources.
- > To co-ordinate and facilitate the preparation, implementation and review of Strategy Plans, Development Plans and Structure Plans and planning guidelines within the municipality.
- > To provide high level comment and advice on new development proposals in accordance with prevailing Council policies and strategies.
- > To project manage strategic land use planning projects as directed by the Manager Strategic Planning.
- > To assist in the promotion of community awareness of, and participation in, the development of Strategic Plans that advance Council's objectives for the development of the municipality.

Key Responsibility Areas

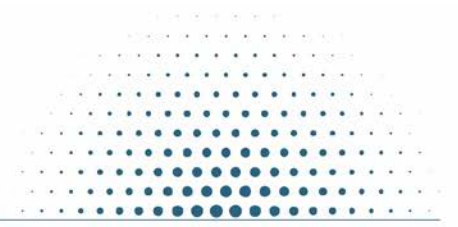
- > To assist and coordinate the day to day functions and work program of the Strategic Planning Team in consultation with the Manager of Strategic Planning.
- > Organise, prioritise, monitor and review the work program in relation to urban design, in-line with Corporate and Council Plans.
- > Urban design input, preparation and critical review of strategic plans, structure plans, incorporated plans, development plans, policies, design guidelines and, public realm including landscape plans, urban renewal and new works projects as identified.
- > Provide specialist urban design advice and referral comments relating to:
 - > Land use strategies, policies and design guidelines.
 - > Public realm, architectural and precinct merits of development and subdivision applications to departments as required.



- > Vision development, structure planning, urban design framework preparation and public realm design for town centre and activity centre development in townships and growth areas.
- > Work collaboratively across a range of Council departments to facilitate best possible urban design outcomes and raise profile and importance of the urban design and its function across the organisation.
- > Diversify the Strategic Planning team's work and focus through increasing involvement in place making, urban renewal and capital works projects and implementation.
- > Contribute to the leadership team within the Development and Infrastructure Directorate in areas such as annual and long term forward planning activities, budgeting and business plan development.
- > Education, training and mentorship of internal staff on urban design related issues, best practice urban design and instilling a culture of continuous improvement.
- > Prepare and present briefing papers/reports/plans for Corporate and Executive Leadership Teams and Council.
- > Manage consultant projects.

Other Duties

- > Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.



About You

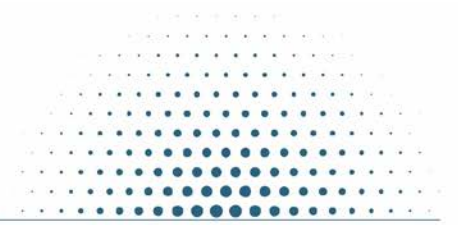
Key Selection Criteria

- > Tertiary degree in urban design / planning / landscape architecture / architecture or related field, senior employment experience in urban design / planning and a minimum of 7 (seven) years employment experience within the urban design / planning field.
- > Proven technical experience in the following key areas:
 1. Preparation of, and involvement in, Precinct Structure Planning, Development Plans, Master Plans, Design Guidelines and Policy.
 2. Urban renewal/public realm projects, with a focus on the renewal of town/activity centres.
 3. Working with, and inputting into, the capital works/infrastructure program including implementation of relevant projects.
- > Proven track record of management of, and involvement in, major multi-disciplinary design projects.
- > Proven leadership capacity to manage, mentor, develop and motivate staff and to lead change in the continuing evolution of a Team in the context of broader organisational change.
- > Proven ability to develop and maintain effective relationships and a culture of collaboration with internal and external stakeholders, through complex situations and negotiations in order to drive high quality urban design outcomes.
- > Effective interpersonal skills, incorporating a high level of verbal and written communication, problem solving and negotiation.
- > Proven ability to champion the cause of Urban Design and its critical importance in achieving positive impacts on the public realm.

Qualifications and Experience

Essential

- > Tertiary degree in urban design / planning / landscape architecture / architecture or related field and senior employment experience in urban design / planning.
- > Proven experience in management of, and involvement in, multi-disciplinary planning and design projects.
- > Proven experience in the preparation of, and involvement in, Precinct Structure Planning, Development Plans, Master Plans, Design Guidelines and Policy.
- > Proven experience in urban renewal/public realm projects, with a focus on the renewal of town/activity centres.
- > Proven experience in working with, and inputting into, the capital works/infrastructure program including implementation of relevant projects.
- > Proven senior line management experience within Local Government or similar experience in the commercial or public sectors with a sound understanding of the social, political and legal frameworks in which Local Government operates.



- > Proven ability to set and achieve personal and Team goals and objectives in the most efficient way possible and within a set timetable despite conflicting pressures.
- > Proven ability to organise, prioritise and monitor, work programs and budgets.
- > Advanced ability to manage and develop a team and its continuing evolution in the context of broader organisational change.
- > Demonstrated excellent communication and interpersonal skills with a commitment to customer service, including sound negotiation and conflict resolution skills and proven experience in dealing with a range of stakeholders.
- > Current Drivers License.
- > Willingness to undertake National Police Check.

Position Requirements

Accountability and Extent of Authority

- > Accountable for the provision of an efficient, courteous, friendly and helpful service to all customers
- > Accountable for the provision of accurate and timely information to members of the public and other Council Officer on first level enquires

Judgement and Decision Making

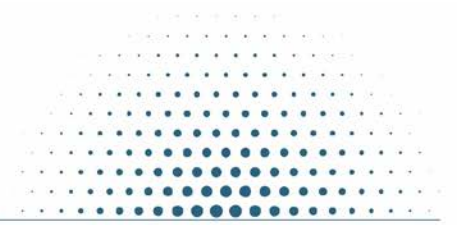
- > Exercising initiative in undertaking research and evaluation of strategic planning and urban design issues and preparing recommendations to Council regarding the implementation of these.
- > Developing appropriate methods and techniques for successful implementation of policy.
- > Providing formal recommendations and the ability to make clear decisions pertaining to tasks to be completed.

Specialist Skills and Knowledge

- > Demonstrated thorough knowledge of urban design in relation to growth areas, townships and rural areas in a local government context including trends, theories, methodologies and skills related to these.
- > Knowledge of relevant Government policy and the planning role of Local, State and Federal Governments.
- > Excellent skills in statistical analysis, research methods and ability to appraise information.
- > Demonstrated ability of interpreting legislation and strategic planning policy with an understanding and knowledge of the *Planning and Environment Act 1987* and the Victorian planning system.

Management Skills

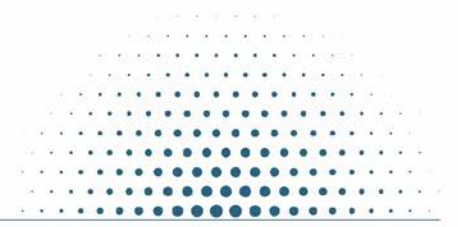
- > High level skills in managing time and setting priorities to achieve a broad range of outcomes within broad parameters and with little day to day direction.
- > Proven experience in the mentoring of staff including the ability to motivate colleagues and actively engage in a leadership role within a team.



- > Demonstrated ability to work with minimal supervision.
- > Demonstrated ability to set and achieve goals and objectives.
- > Ability to effectively represent Council's interest in negotiations, meetings and daily duties without supervision from senior staff.
- > Demonstrated ability to lead a project team or working party to desired outcomes and ability to set and achieve goals and objectives.

Interpersonal Skills

- > Ability to identify stakeholder/customer needs and expectations, decide appropriate action and respond accordingly.
- > Excellent communication skills including ability to negotiate and deal with difficult situations while presenting a positive Council image.
- > Ability to gain co-operation with Council staff, relevant Government agencies, consultants, property developers, community groups and the general public from diverse backgrounds and cultures.
- > Ability to coach and develop other staff within the department.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

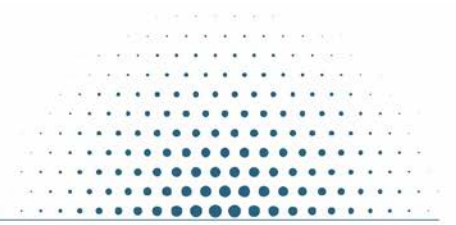
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

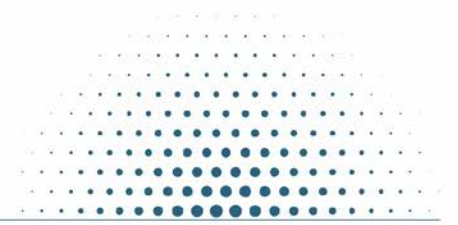
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

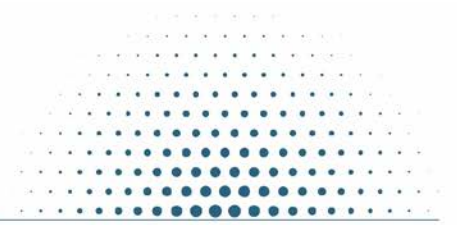
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

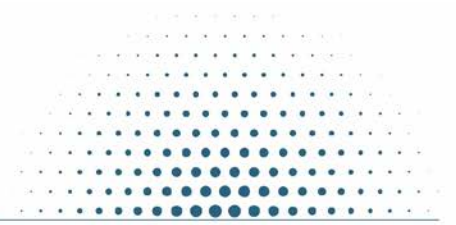
Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.