

GROWTH AREAS AUTHORITY

POSITION DESCRIPTION

Position Title:	Senior Urban Planner
Classification:	VPS 5
Salary:	\$80,000 - \$104,000 + 9% super depending on skill and experience
Employment Type:	Fixed Term Contract 2 years Full-time
Contact:	Steve Dunn
Phone Number:	0417 382 740

ABOUT THE ORGANISATION

The Growth Areas Authority (GAA) is an independent statutory body established by the Victorian Government to guide sustainable development of Melbourne's five growth areas: Casey-Cardinia, Hume, Melton-Caroline Springs, Whittlesea and Wyndham.

We work in partnership with local Councils, developers and the Victorian Government to create development in Melbourne's growth areas that is well planned, liveable and affordable and to ensure that new communities are provided with essential services and infrastructure as soon as possible.

The GAA harnesses expertise and resources that already exist within government, industry and the community about the development and protection of land in Melbourne's growth areas. Our major tasks include:

- Preparation of Precinct Structure Plans (PSPs) to deliver better development faster in Melbourne's growth areas.
- Planning and coordinating the funding and delivery of infrastructure in Melbourne's growth areas.
- Development of policy guidelines that support improved quality and delivery of PSP's and growth area infrastructure.
- Advising the Minister for Planning on development issues in Melbourne's growth areas.

POSITION PURPOSE

The GAA is seeking an enthusiastic and self-motivated Senior Urban Planner to contribute to the planning and development of new communities, employment areas and activity centres.

You will be responsible for preparing planning scheme amendments, responding to referral requests within the Urban Growth Zone, consulting with a range of stakeholders to achieve agreed outcomes around specific planning issues as well as the preparation of sound planning advice, analysis and assessment of planning proposals. Additionally you will coordinate a whole of government approach to growth area planning, including transport, community services and open spaces.

GROWTH AREAS AUTHORITY

ACCOUNTABILITIES

Administration of Precinct Structure Plan Amendments

- Prepare and manage the planning scheme amendment process including preparation of documentation with limited administrative support.
- Liaise with growth area Councils, major developers and Government agencies together with the Precinct Structure Planning team to facilitate the planning scheme amendment process.

Urban Growth Zone Referrals

- Respond to Urban Growth Zone referral requests within the prescribed timelines.
- Consultation with growth area Councils, developers and other referral authorities as required to provide well considered referral responses.

Policy Development and Implementation

- Liaise with Government agencies and growth area Councils in formulating policy options for the growth areas.
- Assist in implementing a program to reform planning processes in the growth areas to achieve government streamlining objectives.

Development Facilitation

- Negotiate with Government agencies, growth area Councils, developers and peers in the delivery of major development applications.

Organisational

- Assist in organisational stakeholder liaison and communications.
- Maintain up to date project plans for all planning scheme amendments and Urban Growth Zone referrals.
- Administer contracts in accordance with GAA policies and procedures.
- Maintain records in accordance with GAA policy and procedures.
- Contribute towards business planning and support services.

CAPABILITIES REQUIRED

Experience

- Must have a qualification in Town Planning (or a recognised equivalent).
- Must have extensive experience (5-10 years).
- Should have had a range of positions in Government (ideally in both Local and State Government) and/or private sector that cover strategic planning and statutory planning.

GROWTH AREAS AUTHORITY

Knowledge and Skills

- An excellent understanding of both local and State Government processes and development industry procedures.
- A good understanding of policy development and review.
- Ability to prepare planning scheme amendments.
- Excellent time management skills and a commitment to meeting critical deadlines associated with planning scheme amendment and referral processes.
- Excellent knowledge and application of the Victoria Planning Provisions.
- Excellent knowledge of Planning & Environment Act 1987.
- Strong written and verbal communication skills.
- Strong research, analytical and conceptual skills including the ability to collect and analyse data.
- Ability to manage projects and develop systems and procedures to guide work and track progress.
- Ability to work independently and effectively as a member of a team.
- Strong interpersonal skills particularly the ability to negotiate and influence a range of stakeholders and decision-makers.
- Ability to confidently convey information using clear, concise and correct expression.
- Public Speaking and presentation skills
- Advanced computer skills/ GIS / database maintenance.

Attributes

- **Relationship Building:** Establishes and maintains relationships with people at all levels; forges useful partnerships; and builds trust through consistent actions, values and communication.
- **Drive and Commitment:** Enthusiastic and committed, demonstrates capacity for sustained effort and hard work, sets high standards of performance for self and others, and enjoys a vigorous and dynamic work environment.
- **Resilience and Self Discipline:** Perseveres to achieve goals even in the face of obstacles; copes effectively with setbacks and unexpected events and maintains a positive attitude at all times.
- **Courteous:** Has highly tuned professionalism and a good understanding of procedures and protocol.
- **Teamwork:** Collaborates and shares information; cooperates and works well with others in the pursuit of team goals and encourages resolution of conflict within a group.
- **Flexibility:** Is adaptable and open to new ideas. Accepts changed priorities without undue discomfort and recognises the merits of different options.
- **Creativity and innovation:** Generates new ideas and new ways of doing things to improve best practice.
- **Decisiveness:** Makes rational and sound decisions based on a consideration of the facts and possible alternatives.

GROWTH AREAS AUTHORITY

KEY SELECTION CRITERIA

Personal Qualities

- **Conceptual and Analytical Ability:** Uses analytical and conceptual skills to reason through problems.
- **Decisiveness:** Makes rational and sound decisions based on a consideration of the facts and alternatives with adherence to strict deadlines.
- **Customer Focus:** Committed to delivering high quality outcomes for clients.

Knowledge and Skills

- **Verbal Communication/Presentation Skills:** Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language.
- **Influence and Negotiation:** Negotiates and implements a well planned course of action to achieve a specific impact.
- **Problem Solving:** Identifies and proposes workable solutions to problems.

Specialist Expertise

- **Planning Knowledge:** Thorough knowledge and understanding of Victorian planning system, particularly the statutory planning framework, relevant legislation and local government planning practices.
- **Planning Advice:** Proven ability to provide accurate and timely advice on strategic, statutory and technical planning matters.

GROWTH AREAS AUTHORITY

OTHER RELEVANT INFORMATION

1. The position reports to the Director of Structure Planning.
2. The position will be located at Level 6, 35 Spring Street, Melbourne VIC 3000.
3. The position is for a fixed term up to 2 year contract
4. Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
5. The position description is indicative of the initial expectation of the role and subject to changes to organisational goals and priorities, activities or focus of the job.
6. The preferred candidate will be required to undergo security checks.
7. Recipients of VPS departure packages should note that re-employment restrictions apply.
8. External applicants will be subject to a probation period of 3 months.
9. Applicants should address the selection criteria in their submission, demonstrating how they meet the position requirements.
10. The Growth Areas Authority is an equal opportunity employer. It is the policy of the Growth Areas Authority to provide reasonable adjustments for persons with disabilities who are employees or applicants for employment. If you need assistance or adjustments to fully participate in the application or interview process please contact the relevant contact person.
11. The successful candidate will be employed pursuant to the GAA Employment Arrangements which incorporates the Victorian Public Service Agreement 2006.
12. We collect this personal information for the purposes of processing and considering your application for employment. We will use the information we collect from you only for these purposes and will not disclose any personal information contained in your application to nominated referees in order to verify statements contained in your application. Unsuccessful job applications are retained for six (6) months and then securely destroyed. Your personal information is kept secure and confidential and managed in accordance with our Privacy Policy. If you have any concerns about providing the information requested or wish to obtain a copy of our Privacy Policy please visit our website: www.gaa.vic.gov.au/privacy.

OH & S RESPONSIBILITIES

In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction.
- Cooperate with their employer.
- At all times, take reasonable care for the safety of others in the Workplace.