

GROWTH AREAS AUTHORITY

P O S I T I O N D E S C R I P T I O N

Position Title:	Structure Planning Manager
Classification:	VPS 5 - VPS 6 (dependant on skills and experience)
Salary:	\$73K - \$119K + super (dependant on skills and experience)
Employment Type:	18 Months Fixed Term, Full-Time
Contact:	Belinda Smith
Phone Number:	03 9651 9613

A B O U T T H E O R G A N I S A T I O N

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 ensure development in Melbourne's growth areas are well planned, and 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:

- Providing strategic advice on 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
- Advising the Minister for Planning on development issues in Melbourne's growth areas.

P O S I T I O N P U R P O S E

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

You will work with a small team of professionals and supporting contractors in coordinating a whole of government approach to growth area planning, including transport, community services and open spaces.

You will be responsible for 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.

GROWTH AREAS AUTHORITY

A C C O U N T A B I L I T I E S

Structure Planning

- Lead the preparation of precinct structure plans in the growth areas
- Liaise with growth area Councils, major developers and Government agencies to facilitate the preparation of the new structure plans.
- Assist with rezoning proposals arising from new structure plans and the development of appropriate zonings.
- Provide advice to growth area Councils on new structure plans to ensure Government objectives are met.
- Project manage multi-disciplinary project teams in the preparation of structure plans in accordance with the Government's Precinct Structure Planning Guidelines.
- Monitor the implementation of structure plans and subsequent development approvals in the growth areas, and contribute to demonstrating best practice.

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 objectives.
- Advise on socio-economic policy and contribute to the development of employment areas and housing affordability in the growth areas.
- Undertake complex technical investigations of land supply and demand and make recommendations for action.

Development Facilitation

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

Organisational

- Assist in leading organisational stakeholder liaison and communications.
 - Maintain up to date project plans for allocated projects.
 - 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.

GROWTH AREAS AUTHORITY

OTHER RELEVANT INFORMATION

1. The position reports to the Director, Structure Planning
2. The position will be located : Level 29, 35 Collins Street, Melbourne VIC 3000
3. The position is 18 months Fixed Term and full time.
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 may 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 full key selection criteria
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 currently 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