

# **Position Description**

Position Title	Senior Sustainability Planner
Directorate	City Futures
Department/Business Unit	Strategic & Environmental Planning
Team	Sustainability Planning
Classification	Band 6
Date	January 2025
Reports to:	Team Leader – Sustainability Planning
Supervises:	Nil
Internal Liaison:	All Council departments
External Liaison:	Strategic & Environmental Planning Customers, General Public, Consultants, Government Departments and Agencies, External Service Providers

# **Position Objectives**

Your primary purpose in this position is to:

- To lead, manage or assist in the development, review and implementation of Environmental and Sustainability policy that leads to sound, innovative and vibrant outcomes in a well-planned city.
- Initiate and pursue strategic, innovative projects, strategies, policies, and practices that enhances the sustainability of the natural and built environment.
- Identify significant, achievable, and practical outcomes within Council's areas of responsibility in the built and natural environments.
- Actively participate in the achievement of the Strategic & Environmental Planning Department's business plan and long-term team goals and objectives.
- Provide sustainability planning advice and commentary on development applications under consideration by the Council.
- Advocate across Council, within the community and with landowners and developers to actively engage
  in sustainable and environmentally sound practices and to further develop the culture of environmental
  sustainability within the City.
- Influence change to enable people within this diverse community to actively implement and participate in sustainable living practices.
- Undertake through to completion, as well as provide coordination and assistance with developing and implementing systems to improve work processes and customer service.
- Provide guidance, assistance, and support to the other officers within the Department.

#### **Key Selection Criteria**

You need these essential qualifications (or experience), knowledge and skills to carry out this position.

- Professional qualifications in Sustainability, Environmental, Planning or a related discipline with some relevant experience that will enable the successful undertaking of the requirements of the position.
- Alternatively, lesser formal qualifications combined with substantial relevant experience in the development of strategic policy that addresses sustainability issues in the built and natural environments.
- Relevant skills, knowledge and experience should include:
  - Relevant knowledge of environmentally sustainable design (ESD) and the use of sustainable design assessment tools, such as Green Star, BESS and NABERS to strategically address environmental, social and economic issues.

Save Date: 24/01/2025

- Demonstrated knowledge of climate change mitigation and adaptation issues as well as experience in the relevant legislation and regulations pertaining to the planning system.
- Demonstrated ability to coordinate and manage projects, including effective time management and prioritisation.
- Demonstrated knowledge and ability in building productive community partnerships as well as ability to engage and motivate internal and external stakeholders.
- Demonstrated excellent numerical reasoning and problem-solving skills relating to environmental planning matters and general budgeting management.
- Demonstrated high level written communication and comprehension skills including the preparation
  of Council and Delegate reports, letters, emails, consultant briefs, and presentations and other media
  to a consistently excellent standard.
- Demonstrated excellent verbal communication skills including active listening, explanation, advocacy and conflict resolution.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- Satisfactory (and ongoing) Working with Children's Check
- □ current valid (and ongoing) Victorian Driver's Licence

# **Position Specific Responsibilities & Skills**

In this position, you are responsible for:

Planning and Strategy Development	<ul> <li>Develop, implement and review strategies that promote the integration of environmental sustainability at a corporate and community level.</li> <li>Assist with the development and implementation of relevant objectives of the annual budget, Council Plan and Department Business Plan relating to sustainability and the environment.</li> </ul>
Develop, review and apply the Planning Scheme	<ul> <li>Assist with the development and review of the Planning Scheme where it relates to environmental or sustainability matters, with guidance as appropriate, so that it implements Council's vision and aspirations for future development.</li> <li>Review and provide advice on development proposals where they relate to sustainable design matters or have environmental implications.</li> </ul>
Policy and Guidelines	<ul> <li>Understand and implement environmental and sustainability legislation and policies from state and federal government as appropriate.</li> <li>Develop written guidelines and policies for the improvement, enhancement, and protection of the environment within the City.</li> </ul>
Event Management	Planning and implementation of key sustainability events, such as Council's Sustainability Festival.
<u>Partnerships</u>	<ul> <li>Develop partnerships with other agencies working towards environmentally sustainable development.</li> <li>Work with council departments and contractors to deliver services and programs</li> </ul>
	that embrace sustainability and good environmental management and with consideration to state and federal government policy directions.
Advocacy	<ul> <li>Initiate, submit and advocate projects for Council's City Improvement Program (CIP).</li> </ul>
	<ul> <li>Prepare grant and funding applications to external agencies for studies and projects related to sustainability and conservation.</li> </ul>
Promotion and Education	<ul> <li>Facilitate consultation about environmental issues with relevant sectors of the community, including business, industry, community groups, schools, individual and multi-cultural groups.</li> </ul>
	Develop effective networking relationships with appropriate organisations in the community and region.
Project Management	Plan and co-ordinate the implementation of environmental projects funded from external agencies.

Senior Sustainability Planner – January 2025 (A11708774)

Page 2 of 10

	<ul> <li>Oversee and guide related projects within the City Improvement Program (CIP) and operational budgets and liaise effectively to ensure that projects are completed consistent with the project intent.</li> <li>Coordinate with Project Mangers across Council where required.</li> </ul>
Coordinate Consultants	Coordinate the commissioning of consultants, preparation of project/ consultant brief and co-ordination of project programs on environmental matters.
Monitoring and Reporting	Monitor and report on Council's key environmental and sustainability issues, such as CO2 emissions.
	Undertake research, data collection, surveys and collation of information on environmental matters.
	Assist in the delivery of Council reports in relation to environmental and sustainability issues.
Working out of Hours	<ul> <li>This position may require participation in an availability roster where after hours contact for work related matters is required and in accordance with operational requirements (which may vary from time to time). If the participant is required to participate in such a roster etc, then the relevant/applicable allowance will be paid.</li> </ul>
	If the incumbent is in receipt of such an allowance, then it is expected that the incumbent will monitor designated communication channels and respond in a timely and appropriate manner.

# **Core Organisational Capabilities**

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

#### **REACH Values**

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

# **Organisational Responsibilities**

Everyone at Council has the following responsibilities and obligations:

Emergency Management	Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Child Safety	<ul> <li>Understand obligations and act in an appropriate manner with and around children</li> <li>Promote positive work practices with children</li> <li>Establish boundaries around acceptable and unacceptable behaviour in relation to children</li> <li>Adhere to reporting obligations where there is suspected or discovered child abuse</li> </ul>
Climate Change & Sustainability	<ul> <li>Help support Council's response to the climate emergency by helping facilitate a whole         -of-organisation approach where climate change mitigation and adaptation is         embedded into all Council services, assets, operational and decision-making         processes.</li> </ul>
Compliance	<ul> <li>Remain mindful of the requirements of the Victorian Charter of Human Rights at all times</li> <li>Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.</li> <li>Perform other duties as directed within the limits of acquired skills, knowledge, and training.</li> <li>At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.</li> <li>At all times, comply with Council's Code of Conduct - Staff.</li> </ul>

Senior Sustainability Planner – January 2025 (A11708774)

Diversity, inclusion and equity	<ul> <li>Demonstrate an understanding of and the ability to work with, diversity in the workplace, including:</li> <li>zero tolerance of racism and expectations that staff will act on incidents of racism</li> <li>supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.</li> </ul>
Gender Equality	<ul> <li>Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures</li> </ul>

#### Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

# Working out of standard business hours ☐ Not required. ☐ This role may be subject to work related contact outside of normal business hours. (Refer to Working out of hours under position specific responsibilities.) Vision and Hearing Requirements ☐ This position requires a vision test ☐ This position requires a hearing test

On a typical day, approximately this much time would be spent on the following activities:

		Free	quency (% of t	f the working day)				
Cognitive Requirements	Task details (typical tasks)	Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%			
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor			⊠					
<b>Team based work</b> – works in a team of people and not exposed to isolation								
Communicating with others – Verbally				$\boxtimes$				
Communicating with others - Written								
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy				$\boxtimes$				
Concentrating – high levels of concentration required while completing required tasks				×				
Planning and sequencing tasks and activities	_							

Save Date: 24/01/2025

Senior Sustainability Planner – January 2025 (A11708774)

		Frequency (% of the working day)					
Cognitive Requirements	Task details (typical tasks)	Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%		
Decision making – required to exercise sound decision making while completing all aspects of the position							
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day							
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope							
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope							
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position							
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control							
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice			×				

# **Physical Requirements**

	$\boxtimes$	This posi	ition does	not require	e more thar	า 10-15%	% manual	handling/r	bhysical	exertion
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☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

		Freq	uency (% of t	he working o	day)
Physical Requirements	Task detail	Rare Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position				$\boxtimes$	
<b>Standing</b> – standing in an upright position, moving less than 3 steps					
Walking – In an upright position, moving more than 3 steps					
Crawling – Move on the hands & knees or by dragging the body close to the ground					
Non-manual handling		•	•		
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		$\boxtimes$			

		Free	quency (% of t	he working	day)
Physical Requirements	Task detail	Rare Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Kneeling – To lower the body		$\boxtimes$			
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds					
Reaching – Extending arms out in any direction		$\boxtimes$			
<b>Twisting/trunk rotation</b> – Rotating the body to one side or the other without moving the feet					
Fine manipulation/pinch grip — Fingers are on one side of the object and thumb on the other, typically without the object touching the palm					
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended					
Writing/typing					$\boxtimes$
Climb ladders		$\boxtimes$			
Climb or descend stairs			$\boxtimes$		
Low level work – Performing manual handling actions at or near ground level		$\boxtimes$			
Manual Handling		•	•		
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders					
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		$\boxtimes$			
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		$\boxtimes$			
Weight requirements – lift, carry, pus	sh, pull or hold				
1-5kg					
5.1 – 10kg		$\boxtimes$			
10.1 – 15kg		$\boxtimes$			
15.1 – 20kg		$\boxtimes$			
Lift floor to hip		$\boxtimes$			
Lift waist to shoulder		$\boxtimes$			
Lift overhead					
Pushing/pulling		$\boxtimes$			

#### Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

# **Accountability and Extent of Authority**

The position is directly held responsible for:

- Providing guidance, information and specialist advice to internal stakeholders, external consultants, developers and the general public on sustainability, which enables decisions to be made for the benefit of the City of Greater Dandenong.
- In relation to specialist advice on sustainability issues, the freedom to act is subject to the relevant regulations and policies and guided by regular supervision from Team Leader Sustainability Planning. The effect of decisions and actions taken on sustainability issues may be significant but is usually subject to appeal or review by more senior employees, such as the Manager Strategic & Environmental Planning.

Save Date: 24/01/2025

- Providing input, through the Team Leader of Sustainability Planning, to ensure that resources are managed accordingly, for the effective and efficient delivery of high-quality sustainability programs and projects, as well as a responsive level of service.
- In relation to resource management, the freedom to act is governed by clear objectives and the Annual Budget, Council Plan and Business Plan for the Strategic & Environmental Planning Department, with regular reporting mechanism to the Coordinator Open Space Planning & Sustainability and the Manager Strategic & Environmental Planning to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is limited to the quality or cost of the programs and projects being managed.
- Providing formal input, using expertise and management skills, towards policy development by
  undertaking research of an investigative, analytical nature. This must include the liaison with relevant
  departments within the City of Greater Dandenong to ensure key stakeholders are considered as
  part of the policy development.
- The quality of the work of this position can have a significant effect on the process of policies which are developed.

#### **Judgement and Decision-Making Skills**

Judgement and decision-making are within the following scope:

• The nature of the work is specialised with methods, procedures and processes generally developed from sustainability theory and experience or previous decision precedent. The problem-solving process and decision making comes from the application of these established techniques to new situations, such as development planning applications and Council projects.

#### Independently:

- Developing and interpreting environmental and sustainability related policies for consideration and adoption by Council.
- Be able to problem solve in reference to regulations, acts and Council's strategic plans using
  procedures and guidelines and the application of professional or technical knowledge, or relevant
  experience.
- Responsible to make decisions on day-to-day operational, procedural and administrative matters.

With Input and Recommendations to Team Leader – Sustainability Planning:

- Developing strategies and plans that deliver improved environmental and sustainability outcomes.
- Improvements to Council's policies and guidelines associated with environmental and sustainability matters and identifying such matters for Council consideration.
- Provide input into the Business Plan and other strategic plans.
- Sensitive and careful judgement in discussions within consultation processes.
- In justifying a recommendation based on environmental and sustainability research.
- In judging a situation and initiating appropriate action where necessary to ensure that OHS, EEO and other corporate and statutory requirements are met.

#### Guidance:

Guidance and advice are usually available from the Team Leader Sustainability Planning.

#### Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the application of theoretical or scientific Sustainability, Environmental, or Planning disciplines, including the underlying principles:
- Continually reviewing the strategic direction on sustainability and environmental management for the City of Greater Dandenong.
- Effective presentation of strategies plans and policies to community groups, Councillors, and colleagues.
- Harnessing and leading the collective energy of all stakeholders in the development of strategies, plans, designs and policies and the practical achievement of key goals.
- Championing the vision for a sustainable city across the organisation and city, identifying, implementing, and managing environmental projects in the built and natural environments by applying skills across a wide range of environmental considerations
- Engaging the community to adopt and implement environmental practices, effectively promoting environmental sustainability.

Save Date: 24/01/2025

- Organisational skills to implement, review, develop and maintain efficient and effective sustainability planning advice and decision-making systems.
- An understanding of the long-term goals of the functional unit in which the position is placed and of the relevant policies of both the Strategic & Environmental Planning department and the wider organisation.
- · Where managing resources, a familiarity with relevant budgeting techniques is required.

#### **Management & Interpersonal skills**

The essential position requirements include:

- Skills in managing time, budgets, setting priorities and planning and organising own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ability to utilise well developed written communication skills to prepare high quality reports, correspondence, and other documents in their field of expertise, ensuring all correspondence, requests and documentation is registered, recorded and actioned in line with team key performance indicators
- Ability to utilise well developed oral communication and advocacy skills to communicate sustainability planning matters as well as to articulate the need for changes to planning applications after assessment as well as using those skills to offer excellent General Sustainability Planning Advice.
- Ability to gain the cooperation and assistance of Planning officers, customers, members of the
  public, other employees, and external stakeholders in the administration of defined activities,
  including to facilitate efficient and high-quality environmental planning outcomes through excellent
  decision making and clear, balanced and deliverable decisions.
- Ability to liaise with counterparts within their own organisation and other employees in other functions
  within external organisations to discuss and resolve specialist matters.

Verification & Ap	)	p	r	O	٧	a	ı	S
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I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			

Senior Sustainability Planner – January 2025 (A11708774)

Save Date: 24/01/2025

# Appendix Core Capability Framework – Team Member



#### **Relationship Management**

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

#### **Planning & Organising**

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

#### **People Development**

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

#### **Future focused organisation**

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves.

- Incorporates key issues impacting the broader environment into the way they undertake their work
- · Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

#### **Outcome orientation**

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

#### **Service focus**

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

#### **Self-management**

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement

Save Date: 24/01/2025

• Models Greater Dandenong's ethical and organisational standards

## Acts decisively during times of ambiguity and pressure

#### Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

# Council's REACH Values

#### Respectful

We respect and care about our community, each other and ourselves.

We act with integrity at all times and in all matters. We take time to listen to and seek to understand the other point of view.

We strive to understand and respect the diversity of our community and our workplace.

We understand our role in the community and respect the responsibility that comes with

#### Creative

We care about getting the best outcomes.

We constantly ask: What's the future and what's possible?

We have the courage to try new ideas.

We strive for excellence in everything we do.

#### **Engaged**

We listen to our community and respond.

We work together with our community and each other, to achieve the best outcome.

We have the confidence to challenge the status quo, to reach for better outcomes.

We are action-oriented in identifying and responding to new challenges.

#### Honest

We tell the truth, even when we know people may not want to hear it.

We form our opinions and give advice from sound, evidence based research.

We act with humility and apply the highest standards of ethical behaviour to everything we do.

#### **Accountable**

We are proud of our city, our community and our achievements.

We spend our time and effort on solutions rather than looking for someone to blame.

We take responsibility for our actions.

