



POSITION TITLE:	PROJECT PLANNER
DIRECTORATE:	SUSTAINABLE DEVELOPMENT
SECTION:	URBAN DESIGN

1. REMUNERATION

Grade 18 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Principal Planner, Urban Design and Strategic Planning

b) Positions directly reporting to this position:

Nil

3. PURPOSE

The Project Planner (Urban Design) is responsible for assisting with the preparing and implementation of strategies, master plans and designing and drafting concept plans, urban design frameworks and design presentations and project managing a variety of projects consistent with the demands of Griffith City Council.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Senior Management Team;
- Tourism Manager
- Planning & Compliance Coordinator;
- Engineering Design Coordinator
- Various Committees of Council.

External

- Public;
- Businesses and companies
- Consultants
- Community service groups
- Other Councils
- Government agencies.

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements

Training and Development

- Actively participate in Council's training and development programs as required

Continuous Improvement and Innovation

- Promote the development of more efficient work practices

Environment

- Consider the protection of the environment when undertaking all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision

6. PRINCIPAL ACCOUNTABILITIES

- Prepare and implement strategic plans concerning open space planning, urban design, place-making and active transportation;
- Prepare high quality design documentation for initial conceptualization through to project implementation;
- Assist in managing the delivery of community projects.
- Facilitate community consultation on Urban Design projects and concepts across a range of audiences;
- Prepare, present and facilitate high quality design presentations to Council, Senior Management Team and relevant committees;
- Prepare funding applications for Urban Design projects to meet community expectations;
- Provide urban design advice to internal and external stakeholders and agencies.

7. KEY DUTIES

- Design and draft high quality preliminary and detailed urban design, layout, facility and conceptual plans;
- Prepare Council reports, project briefs, strategic plans, master plans, frameworks and policy to assist in the effective delivery of projects as well as monitoring budgets;
- Develop and present concept designs to Council, Senior Management and committees;
- Provide a high standard of written and verbal urban design advice on application for planning consent;
- Facilitate the design and implementation of effective community consultation, managing and negotiating the expectations and interests of a variety of stakeholders;
- Assist in promoting quality urban design and implementing place-making initiatives;
- Assist in formulating urban design guidelines for specific development areas;
- Provide advice and guidance to internal and external stakeholders with regard to creating and developing quality urban design;

8. COMPULSORY REQUIREMENTS OF THE POSITION

- Nil

9. KEY SELECTION CRITERIA

ESSENTIAL

- Bachelor of Urban and Regional Planning or other degree relevant to the industry or other relevant industry experience.
- Demonstrated knowledge of designing urban open spaces
- Demonstrated high level ability to use AutoCAD or other suitable software packages as an Urban Design tool;
- Demonstrated experience in Community Consultation;
- Demonstrated excellent organisational and time management skills;
- Demonstrated relevant experience in using computer and Microsoft Office products
- Demonstrated high level verbal and written communication skills.
- Hold a current Driver License;

DESIRABLE

- Demonstrated ability to utilise InDesign and Photoshop or similar design packages;
- Demonstrated experience in the management of projects
- Demonstrated knowledge in playground design;
- Demonstrate the capacity to manage lateral problem solving and delegation

DESIRABLE LICENSES AND CERTIFICATIONS REQUIRED FOR THE POSITION

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

NOTE: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
General Construction Induction Training certificate (GIT or White Card)				

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

I Infrequent: exposure to the physical factor two – three times a year on average
O Occasional: exposure to the physical factor less than twice a week on average
F Frequent: exposure to the physical factor 3 - 4 times a week on average
C Constant: exposure to the physical factor more than 5 times a week on average
R Repetitive: exposure to the physical factor multiple times in an hour
S Seasonal: Activity involves seasonal variations
N/A Not Applicable
≡ Winter
✱ Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		X					
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery		X					
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	X						

Demands	Description	I	O	F	C	R	S	NA
Standing	Tasks involve standing in an upright position without moving about		X					
Driving	Tasks involve operating any motor powered vehicle			X				
	Tasks involve driving vehicle on unsealed roads.	X						
Sitting	Tasks involve remaining in a seated position during task performance					X		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.							X
Walking/Running	Tasks involve walking or running on even surfaces							X
	Tasks involve walking on uneven surfaces							X
	Tasks involve walking up and / or down slopes							X
	Tasks involve walking whilst pushing/pulling objects							X
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant							X
	Tasks involve climbing over or under machinery							X
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.							X
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms							X
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.							X
	1. Light lifting/carrying (0-9 Kg)							X
	2. Moderate lifting/carrying (10-15 Kg)							X
	3. Heavy lifting/carrying (16 Kg and above)							X
Restraining	Tasks involve restraining animals / objects							X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.							X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.							X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.						X	
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.						X	
Sensory Demands of Job Tasks								

Demands	Description	I	O	F	C	R	S	NA
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.						X	
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment	X						
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals	X						
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust	X						
Gases	Tasks involve working with gases							X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.							X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis							X
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room			X				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia							X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: July 2018

Job Re-evaluation Assessment Date: 24 July 2018

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

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(signed)

.....
(date)