



## DRAFT POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>LAND DEVELOPMENT PROFESSIONAL - URBAN PLANNING AND DESIGN</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT (AS UPDATED FROM TIME TO TIME)
<b>CLASSIFICATION:</b>	SAMSOA Level 7
<b>DEPARTMENT / DIVISION:</b>	<b>CITY DEVELOPMENT/STRATEGIC DEVELOPMENT PROJECTS</b>
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	MANAGER STRATEGIC DEVELOPMENT PROJECTS
<b>DIRECT REPORTS:</b>	NIL
<b>POSITION NUMBER:</b>	<b>000582</b>

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• To develop masterplans and concept plans for residential and commercial land development projects, that achieve the established objectives that align with the Division Business Plan, City Plan, and relevant endorsed Action Plans</li> <li>• To identify and evaluate land development proposals against Council's Strategic Land Review project assessments, and maintain an up-to-date project pipeline to facilitate timely delivery of such proposals.</li> <li>• To ensure the successful execution of land development projects from inception to finalisation stages, through the effective oversight of project encumbrance development, ensuring compliance and efficiency in project execution.</li> <li>• To foster collaboration and positive interaction with the community, in relation to land development initiatives, by designing and managing high level community engagement initiatives.</li> </ul>
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<p><b>VALUES AND BEHAVIOURS:</b></p>	<p>These Values empower us to <b>ReACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>• Create a sense of belonging &amp; pride in the Salisbury community</li> <li>• Respect individual differences</li> <li>• Speak up when you don't feel respected, or are not being treated respectfully</li> <li>• Look after the wellbeing of our community, ourselves and those around us</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together, committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Create new futures and look for opportunities</li> <li>• Make a positive difference</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Coordinate and manage the strategic land review project assessment, to maintain currency of the identified future project pipeline and ensure delivery.</li> <li>• Develop and deliver Community Engagement &amp; Communication Strategy and activities in relation to land development.</li> <li>• Oversee project encumbrance development and assessment and review builder concepts and plans.</li> <li>• Formulate and recommend appropriate strategic, project and policy responses including preparation of concept plans and reports.</li> <li>• Identify Affordable Housing opportunities and manage obligations outlined in Council's Affordable Housing Policy.</li> <li>• Coordination of project design reviews at multiple project stages, which includes but is not limited to the production, preparation and communication of compelling graphic and written presentation materials for effective communication and presentations, through strong visual and verbal communication skills.</li> <li>• Prepare consultants briefs and ensure that the work undertaken by consultants meets key objectives, milestones, timeframe and budget.</li> <li>• Prepare senior management and Council reports on planning and land development and other identified matters.</li> <li>• Operate as a member of a specialised multi-disciplinary professional team.</li> <li>• Review Grant Programs and identify new opportunities.</li> <li>• To stay informed about current land development and housing trends, including affordable housing policies and funding opportunities, and apply this knowledge to inform Strategic Development Projects.</li> </ul>

<b>WHS RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<b>GENERAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications and experience in urban and regional planning, urban design, landscape architecture, property development, or a related discipline.</li> <li>• Sound knowledge and experience in land development, urban design, urban planning and stakeholder management and communication.</li> <li>• Sound knowledge and experience in project management methodologies and practices.</li> <li>• Experience undertaking research, planning and policy development and preparation of reports and submissions.</li> <li>• Experience in analysing and interpreting demographic and other statistical information, strategies and policies to formulate appropriate responses and solutions.</li> <li>• Excellent interpersonal skills, with the ability to interact and form strong professional relationships with a diverse range of people and disciplines both internally and externally.</li> <li>• Sound communication, presentation, report writing and negotiation skills.</li> <li>• Ability to operate autonomously with limited supervision and as part of a small multidisciplinary team.</li> </ul>

<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of project feasibility considering the constructability of projects in suburban locations and experience using urban design to address constraints and resolve issues and challenges.</li> <li>• Knowledge of the real estate industry in the northern Adelaide area, and particularly the City of Salisbury.</li> <li>• Knowledge of commercial management and contracts.</li> <li>• Knowledge of the Planning and Design Code and the procedures for amendment of the Plan/Code.</li> <li>• Eligibility for Membership of Planning Institute of Australia, UDIA, Property Council and or Australian Institute of Landscape Architects.</li> <li>• Knowledge of the workings of Federal, State and Local Governments.</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>REQUIREMENT TO REGISTER A CONFLICT OF INTEREST</b>	<p>This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.</p>

<b>AGREEMENT:</b>		
<p>This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.</p>		
<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>