



POSITION DESCRIPTION

Position Title	Place Management Officer	
Directorate	Planning	
Service	Strategic Planning	
Responsible to	Team Leader, Economic Development	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW0640, IW0641	
Status	Permanent Full Time	
Hours	Based on a 35-hour week	
Salary Point	52 to 67	Band/Level: Band 3 Level 2
Allowances	Nil	
Pre-employment checks Legislative requirements	Police Check	
Date reviewed: April 2022		Reviewed by: Director Planning

POSITION PURPOSE

The Strategy and Policy team ensures that Council's responsibilities in the areas of policy and strategy development are well met within the constraints of relevant legislation, annual budget and to assist the Group Manager to meet the unit's obligations.

The **Place Management Officer** will work closely with the Team Leader Economic Development to deliver a place based collaborative approach to ensuring the social and economic well-being of main streets, centres and precincts within the Inner West.

Critical to this role is working with other areas of Council and stakeholders external to Council to establish robust partnerships with key stakeholders both internally and externally to assist in identifying and then coordinate the delivery of a range of place making works and activities that are creative, innovative, culturally enriching and support emerging economies.

The purpose of the role is:

- To identify, coordinate and deliver place-based improvements that enhance the public domain and contribute to local economic activity.
- To enhance and encourage economic and development opportunities in accordance with Council's strategic objectives and Economic Development Strategy.
- Provide direction and specialist advice and professional support on place making activities to Council.
- Support the development and implementation of Council's place making and economic development strategy.
- Analyse and evaluate place making and local economic development initiatives and programs.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Qualifications in a relevant field such as planning, urban design, project management, commerce, business, economics or other relevant discipline. A suitable applicant who is close to achieving a relevant qualification may also be considered for this position.
2. Experience or interest in the field of place making, public domain design and project delivery.
3. Proven experience with community or businesses consultation and networks.
4. Project management skills and experience, particularly to develop and deliver projects through external engagement and partnerships.
5. Highly developed communication skills including oral and written skills, especially with Culturally and Linguistically Diverse (CALD) customers.
6. Highly proficient research and data analysis skills.
7. Demonstrated experience in providing a superior level of customer service and the ability to create and manage ongoing relationships.
8. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice.

Desirable Criteria:

1. Local Government experience in a relevant field or discipline.
2. Current Class C driver's license.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Reporting to the Team Leader Economic Development you are responsible for the following functions:

- Develop partnerships to deliver successful place making activities across the Inner West.
- Engage directly with the local Business Chambers, business community generally and other key stakeholders towards achieving strong, vibrant and sustainable places to support the community and local businesses.
- Analysing and evaluating a range of relevant initiatives and programs
- Identifying opportunities for and assisting with preparation of grant applications.
- Attend meetings out of ordinary hours including committee and public meetings.
- Participate and operate efficiently and effectively as part of an Economic Development Team

KEY RELATIONSHIPS:

Internal: Broader Planning Directorate, all other stakeholders in the planning proposal and strategic planning process such as customer service, records, I.T, development and traffic engineers; public domain design, infrastructure delivery, community and cultural services, development assessment, building certification and legal services.

External: Chambers of commerce, relevant business groups and associations, State Government Departments and agencies, business owners and operators and the community of the Inner West.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices.

These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
Responsibilities	Performance Measures
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Place Management Officer** as detailed in this document.

Signature:

Date: / /