

POSITION TITLE	Planner & Heritage Advisor
POSITION NUMBER	POS 064
DIVISION/DIRECTORATE	Planning & Environment
DEPARTMENT	Planning & Place
GRADE	18
REPORTS TO	Place Planning Coordinator
DATE EFFECTIVE	April 2024

POSITION PURPOSE / JOB SUMMARY

The Planner & Heritage Advisor position is created primarily to:

- Determine, assess and seek resolution on the heritage impacts of proposed development across the LGA by assuming an advocacy role and ability to provide expert and technical advice to internal and external stakeholders.
- Ensure quality heritage outcomes are delivered in private and public sector projects across the LGA through the implementation of policies and active involvement in developing balanced, responsive and robust strategies and controls to maintain and enhance existing heritage value.

Depending upon background and workload, the position is to undertake other strategic planning projects or development assessment to support the planning functions of the team.

KEY SELECTION CRITERIA – KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

- Tertiary qualifications in Heritage Management, Heritage Conservation, or related fields such as Architecture, Urban Planning, or equivalent.
- Registration or eligibility for registration with relevant professional associations.
- Demonstrated experience in heritage projects, with an understanding of heritage legislation, best practices and guidelines applicable to urbanised areas, preferably in a local government environment.
- Experience or demonstrated skills in assessing various development applications, including domestic, commercial, and multi-dwelling formats.
- Experience or demonstrated skills in preparing built form controls, guidelines, development control plans, and other design-related policies.
- Strong written and verbal communication skills, as well as visual presentation skills.
- Demonstrated commitment to providing excellent customer service, including effectively addressing stakeholder needs and concerns related to heritage projects and maintaining positive relationships with community members, developers, and other stakeholders.
- A good team player, with strong multitasking skills. Able to manage multiple projects and prioritise the workload to ensure deadlines are met.
- Working knowledge of current trends and opportunities for planning, sustainable design and innovative strategies in heritage conservation efforts (Desirable)
- Experience in establishing and managing a local heritage grants program (Desirable).

KEY ACCOUNTABILITIES - POSITION SPECIFIC

Heritage:

1. Provide high quality, professional heritage advice and support internal stakeholders on heritage management.
2. Advise on the heritage implications of development proposals, prepare written assessments and review development consent conditions in response to requests from Council staff.
3. Assist the team in contributing to the preparation of strategies, policies and precinct plans to achieve Council's heritage related strategic outcomes.
4. Engage with stakeholders and community through diverse and broad-reaching mediums to educate and advocate for the heritage significance and cumulative value of items across the LGA.
5. Attend site meetings, record minutes and undertake photographic recording of items of local interest, heritage value or site works in progress.
6. Collaborate with internal stakeholders to ensure that projects comply with Council policies, practices regarding design excellence, sustainability and heritage conservation.
7. Investigate funding options for and manage a local heritage grants program.

Planning:

8. Project manage pre-lodgements and development applications, or
9. Undertake strategic planning studies, policies and guidelines and manage planning proposals.

General:

10. Understand, integrate and critically analyse Council's relevant policies and development controls and advise on necessary amendments when required.
11. Appear for the Council as a heritage (or planning) expert in the Land and Environment Court matters as required.
12. Manage external consultants and / or contractors in the delivery of services to Council.

KEY ACCOUNTABILITIES – CORE (APPLIES TO ALL POSITIONS)

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System, relevant policies, procedures, legislation and Acts whilst employed by or acting on behalf of the Council.
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time.
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council.
5. You may be provided with or use equipment that contains electronic monitoring devices.
6. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Strathfield Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

REPORTING RELATIONSHIPS

Direct:	NIL
No. of Indirect:	NIL

KEY RELATIONSHIPS

1 INTERNAL	
Communicating with	Nature of communication
Staff within the Business Unit and/or Branch	Daily and on a face-to-face basis, and/or by telephone when necessary to provide data, information, administrative support, guidance and advice, participate in meetings and respond to requests and enquiries
Staff within the organisation, including councillors.	Daily and on a face-to-face basis, and/or by email and telephone to answer enquires/requests for data and information, provide administrative support, provide advice and guidance and build and maintain relationships
2 EXTERNAL	
Communicating with	Nature of communication
Customers, residents, Government bodies, external stakeholders and suppliers and consultants	To seek input, request quotes, exchange information and provide advice where necessary

POSITION DIMENSIONS

This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with your delegations. Contact the Governance Division for delegations designated to this position.

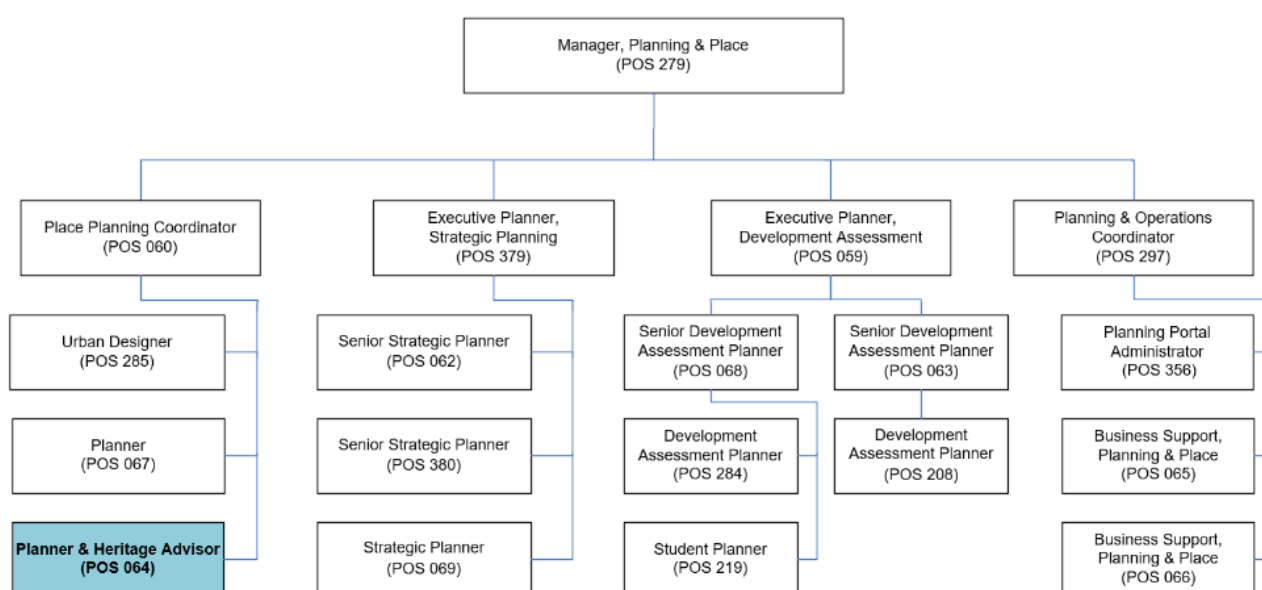
DECISION MAKING AUTHORITY AND ACCOUNTABILITY

- The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities.
- The position has the autonomy to prioritise daily workloads to ensure the efficient co-ordination of activities.
- The position is guided in its decision making by relevant Council policies, legislation, procedures and other relevant guidelines and regulations to ensure that information provided is relevant and current.

PROBLEM SOLVING

- The position operates in an environment with well-defined and limited number of methods, techniques or processes, which may be used in completing the work and a requirement to determine its own work program within established priorities.
- The position has a high level of independence in solving problems and using judgement. Problems can be multi-faceted requiring detailed analysis of available options to solve operational, technical and service problems.
- The position may be required to manage staff, resolve operational problems and participate in a management team to resolve key problems.

ORGANISATIONAL CHART



APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____	
Signature: _____	Date: _____
Manager: _____	
Signature: _____	Date: _____