

POSITION DESCRIPTION

Position Title	Specialist Planner (Heritage and Urban Design)
Department/Section	Planning, Environment and Urban Services / Planning and Development
Reporting to	Executive Manager, Landuse Planning
Location	65 Homebush Road, Strathfield
Grade	19
Hours	Full-time – 35 hrs/week

Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

Organisational Structure

Department

The Planning, Environment and Urban Services Department is responsible for the provision of services relating to:

- Planning and Development
- Infrastructure Planning
- Environmental Services
- Compliance and Regulation
- Service Delivery and Urban Services

Section

The Planning and Development section is responsible for:

- Strategic and Landuse Planning;
- The processing of Development Applications, Complying Development Certificates & Construction Certificates;
- Timely processing of Development Applications
- Development of plans, strategies, policies and approaches;
- Regulatory compliance and associated legal matters
- Development of Strategic Policy Documents

Position

The main purpose of the Specialist Planner (Heritage and Urban Design) role is to assist in creating places which shape the future of our community. The position will provide high-standard advice to strategic and statutory planning on matters of Urban Design or matters affecting heritage items or Conservation areas.

This Position Description and all associated information are not to be considered as a comprehensive, complete and I or exhaustive 'list' of responsibilities, duties, criteria or outcomes. It is indicative only.

The position is part of a team and as such the incumbent is required to know and learn the roles of others in the team help other team members and assist in any role as and when required in accordance with the Local Government (State) Award.

The position incumbent should be aware that their role and position is dynamic. Continuing development, change and enhancement of processes, practices, knowledge, skills and behaviours is highlighted and expected by Strathfield Council. People and jobs change and develop over time and this position description is intended to facilitate this (as a living document), where the incumbents active involvement in this endeavour is required.

All duties, tasks and responsibilities etc. must be done to the best of the incumbents' abilities in a timely, effective and efficient manner and to the satisfaction of the Manager.

Major role and challenges of the position

The major challenges for the position of the **Specialist Planner (Heritage and Urban Design)** are to:

- Provide advice and assessment on strategic planning and policy matters involving Urban Design and Heritage
- Provide advice and assessment of development applications involving heritage items and Conservation areas. Consider any new items of heritage value including landscape items of value.
- Be responsible for the identification of strategic directions and priorities for place making initiatives within the LGA
- Lead improved urban design for centres and implement urban renewal and urban revitalisation initiatives into the urban fabric through policy, codes and pilot projects
- Provide heritage advice to Council and developers on development applications involving impacts to the heritage value including landscape items of value.

Key Accountabilities

- Deliver master plans, concept plans for key strategic planning projects duties;
- Increase the awareness of quality urban design within Council, the development industry and the community;

- Provide a high standard of specialist urban design advice, including strategic urban design advice to Council with respect to precinct plans, master plans and other guiding documents;
- Prepare and assist in the preparation of planning studies, documents, specific design propositions and solutions for Council urban design and development control plans;
- Update Council's Heritage Inventory for individual items and Conservation Areas.
- Review and improve existing policies surrounding heritage.
- Work collaboratively with the development assessment staff to achieve best practice design outcomes that preserve and respect Strathfield's heritage.

Criteria

Essential

- Demonstrated experience in the assessment and/or preparation of development applications in terms of impacts on heritage significance.
- Sound knowledge of NSW Environmental Planning and Heritage Legislation.
- Proficiency in Adobe Creative Suite and Microsoft Office
- Knowledge of research methodologies and research processes
- Demonstrate interpersonal skills and verbal and written communication skills
- Qualification in Architecture, Urban Design or Town Planning with specialisation in Heritage Conservation Management.

Desirable

- Knowledge and experience within Local Government.

Work Health and Safety (WHS) responsibilities

All workers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The employee who occupies these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

All Council workers are expected to:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as affect the health and safety of yourself or others
- Participate in development of safe work procedures and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required

- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage as per the SMC reporting procedure
- Participate in accident and incident investigations as required

Certificates of Competency / Licences

Where required for the position, either by legislation, conditions of employment or through SMC policies and procedures, maintain current certificates, licences, operative training etc, and advise of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses that occur at work immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

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: _____

Position Description reviewed: October 2021