



# Position Description

## Principal Sustainable Design Officer

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

<b>POSITION TITLE:</b>	<b>Principal Sustainable Design Officer</b>
<b>Award Classification:</b>	Band 8
<b>Department:</b>	City Planning & Sustainability
<b>Division:</b>	City Growth & Development
<b>Date Approved:</b>	January 2022
<b>Approved By:</b>	Acting Manager City Strategy, Design & Sustainability

### ORGANISATIONAL RELATIONSHIPS:

<b>Reports To:</b>	Head of Sustainability and Climate Change
<b>Supervises:</b>	Sustainable Design Planner
<b>Internal Stakeholders:</b>	Council employees (including Statutory Planning, Strategic Planning, City Design, Planning Compliance, Property and Assets and Project Services teams), Executive Team and Councillors
<b>External Stakeholders:</b>	Members of the public, residents, planning applicants, development industry, Victorian and Australian Government Department and Agency representatives, Local Government representatives, consultants and contractors.

### POSITION OBJECTIVES

- Lead Council's sustainable design functions to embed sustainability in the design and construction of private developments and Council's assets, as well as actively contributing to environmental leadership more broadly within our organisation
- Support the Head of Sustainability & Climate Change to embed a culture of professional practice and collaboration within the Sustainability & Climate Change team across the



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five practice areas of Integrated water management, Climate adaptation and resilience, Emissions reduction, Sustainable design and Partnerships

- Improve the sustainability of buildings in the municipality by leading the development, review and implementation of Council's Environmentally Sustainable Development (ESD) policies, guidelines and practices

#### **KEY RESPONSIBILITY AND DUTIES**

- Lead the Sustainable design and planning practice and support the Head of to embed a culture of professional practice and collaboration across the areas of integrated water management; climate adaptation and resilience; sustainable design and planning and partnerships
- Deliver high quality and timely professional advice and support to internal and external stakeholders to deliver on Council's sustainability objectives, including through the review of planning applications and Council projects
- Lead the development, review and implementation of Council's Environmentally Sustainable Development (ESD) policies, guidelines and practices
- Foster and build the capacity of Council staff to understand and implement best practice Environmentally Sustainable Development through providing advice, training and information and by developing and reviewing procedures and processes to support the delivery of ESD outcomes
- Provide expert ESD advice and information to the community including ensuring current, clear and accessible information is available and by providing advice to developers and community members.
- Develop and maintain partnerships with other councils and Victorian Government partners, including Council Alliance for a Sustainable Built Environment (CASBE), DELWP, Fishermans Bend Taskforce and other relevant organisations to gain consistent and best practice sustainable design assessment methodology and planning outcomes
- Coordinate opportunities for Council and the organisation to advocate for Victorian and Australian government initiatives to support Council and organisational objectives relating to ESD
- Embed a team culture focused on customer service and value for the community

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Provide and oversee provision of high quality, effective, accurate and timely advice and support to internal stakeholders, Council and the community consistent with Council and organisational objectives



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- Lead the integration and synthesis of policy and regulation and build capacity of internal staff to facilitate sustainable design outcomes through advice, training and providing information
- Liaise with and represent Council in community and special interest or organisational forums
- Proactively contribute to developing improved effectiveness and efficiency in our procedures and processes

#### **JUDGMENT AND DECISION MAKING**

- Exercise day-to-day problem-solving skills with respect to the allocation of resources and time management
- Exercise interpersonal and liaison skills to achieve the objectives of the position
- Investigate and assess ESD and related policy and program issues so as to recommend actions and decisions
- Make operational and day to day decisions under limited supervision and with the capacity to act independently when required or directed
- Manage complex issues within a highly political and complex environment

#### **SPECIALIST SKILLS AND KNOWLEDGE**

- An excellent knowledge and understanding of Planning Scheme, relevant legislation codes and guidelines, and the principles and practice of local planning and the planning system
- Ability to provide thought leadership in the innovative use of the levers Council has at its disposal to support sustainability and climate change outcomes in the built environment
- An excellent understanding of the goals and function of the organisation and an ability to communicate and work towards whole of organisation goals to advance ESD objectives
- Demonstrated knowledge and experience in application of relevant built environment rating tools including Built Environment Sustainability Scorecard (BESS), NatHERS, NABERS, STORM, MUSIC and Green Star
- Knowledge and proficiency in the issues and opportunities associated with delivering ESD objectives
- Ability to read and assess building plans and related documents
- Analytical and lateral thinking skills and the ability to take the initiative, drive change and implement innovations.



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### MANAGEMENT SKILLS

- Demonstrated leadership skills and the ability to inspire others to achieve agreed goals
- Ability to ensure projects are developed, delivered, executed and evaluated to meet quality, time and budget outcomes
- Ability to critically analyse and proactively improve systems and processes
- Lead and participate in team-based projects, including a demonstrated ability to facilitate and participate in cross-corporate and multi-organisational projects
- Ability to organise and oversee consultant contracts and outputs
- Ensure that staff members are clear about their specific duties and the standards expected of them in the performance of those duties, including through the development of performance plans

### OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

### INTERPERSONAL SKILLS

- Excellent negotiation, persuasion, written communication and presentation skills including the ability to communicate complex issues and ideas to a variety of audiences in a busy, complex and political environment
- Ability to liaise confidentially and build effective cross-organisational relationships which facilitate high levels of cooperation and collaboration
- Ability to interpret and convey complex information to different audiences using a range of media



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### QUALIFICATIONS AND EXPERIENCE

- **Academic:** Tertiary degree in Architecture, Planning, Sustainable Development or similar discipline. Green Star Accredited Professional or Green Star Associate preferable.
- **Experience:** At least 7 years relevant experience in planning, environment, sustainability, urban design or other relevant discipline(s)

### MANDATORY REQUIREMENTS

- N/A

### CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

### SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.
- Evidence of COVID-19 Vaccination in line with CHO Direction
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

### KEY SELECTION CRITERIA

- Significant knowledge and experience in sustainable building design, planning and construction including relevant policies and regulations, rating tools, sustainable design strategies and technologies
- An excellent knowledge and understanding of Planning Scheme and relevant legislation and their application at the Local Government level
- Demonstrated leadership skills and a track record of contributing to a high performing multi-disciplinary team that is aligned, engaged, collaborative, focussed on customer service and value for the community and leading cultural change
- Demonstrated experience developing strategic partnerships, working collaboratively utilising influencing and negotiating skills to achieve improved environmental outcomes.



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- Interpersonal, negotiation, persuasion, written communication and presentation skills including the ability to communicate complex issues and implement best practice environmentally sustainable design to a variety of audiences in a busy, complex and political environment.