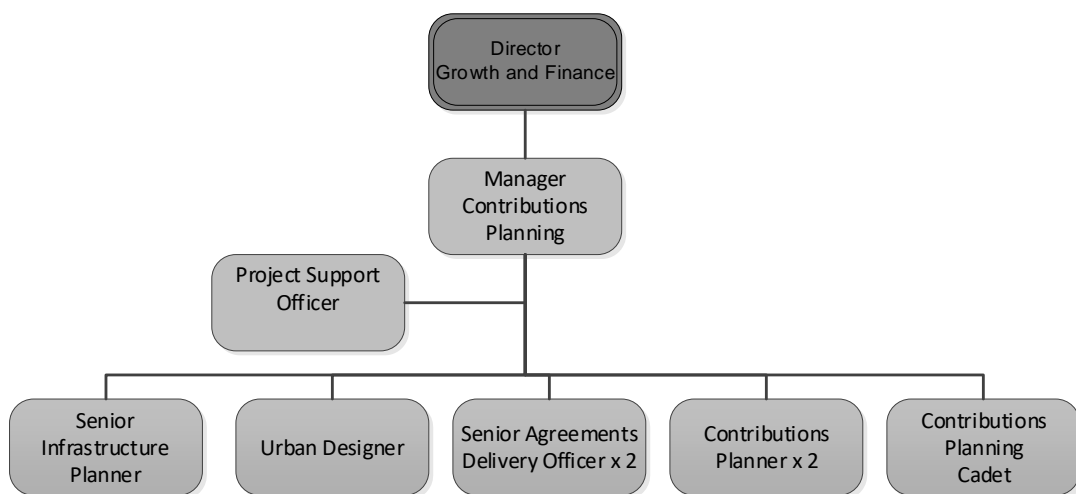


POSITION DESCRIPTION

Position Title	Urban Designer
Position Number	29103
Division/Directorate	Growth and Finance
Branch	Contributions Planning
Grade	17
Band and Level	Band 3 / Level 3
Special Requirements	Current Drivers Licence
Physical and Environmental Demands	n/a
Reports To	Manager Contributions Planning
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Liveable – Strong and integrated connections between our people and our services

Reporting Structure



Position Purpose
To provide urban design and place planning expertise to the Contributions Planning team in the planning for future infrastructure to meet the demand of new greenfield developments.
Key Results Area
<p>Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p>
Key Duties & Responsibilities
<p>Urban Design</p> <ul style="list-style-type: none"> • Provide urban design expertise to the development and infrastructure planning of unreleased land in the Camden Local Government Area. • Provide input to and illustrative examples of the place planning principles council is currently developing to guide future development. • Interrogate various development scenarios to ensure that they consider and maximise a positive user experience. • Provide a design philosophy to the strategic and infrastructure planning of future release areas that acknowledges and responds to the existing environmental and cultural characteristics of the area. • Keep up to date with emerging infrastructure, development and public spaces trends and assess their suitability against council's place planning principles. • Understand and consider the development and infrastructure opportunities within the existing regional context of surrounding local government areas. • Communicate and liaise with key agencies and stakeholders including State Government agencies, peak groups, special interest groups, and industry associations. • Provide technical assistance and advice on strategic planning and urban infrastructure matters to Council staff, senior management, Council, developers, and the community. • Represent Council in negotiations with stakeholders. • Represent Council at relevant professional networks and seminars. • Attend Council, Committee and public and internal meetings as required. <p>Policies and Procedures (including legislation)</p> <ul style="list-style-type: none"> • Contribute to the development, implementation and review of strategic land use and infrastructure planning strategies, such as Local Environment Plans and Development Control Plans, and other policy documents according to relevant legislation and in line with Council's strategic direction. • Participate in the review, development and improvement of work systems and practices to ensure efficiency, enhance customer service and meet customer needs. • Maintain current professional knowledge. <p>Branch activities</p> <ul style="list-style-type: none"> • Achieve day to day performance goals by participating in team activities. • Assist the Team in the day to day operations and on all planning and infrastructure matters as required. • Lead and undertake special projects as required. • Ensure effective, efficient and consistent outcomes are achieved. • Report and recommend solutions to problems as necessary. • Ensure transparency is inherent in undertaking and delivering projects.

- Flexibly respond to organisational requests for urgent work.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.
- Other relevant duties which may be required by the Manager, Team Leader, Executive and Senior Strategic Planners from time to time.

Customer service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
- Liaise with and provide assistance to internal and external customers on strategic planning and infrastructure enquiries.
- Enhance customer service.

Corporate Core Values

- Continuously display Council's Corporate Core Values of Innovation, Leadership, Partnership, Customer Focus, Commitment and Safety.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria	
<ul style="list-style-type: none"> • Tertiary qualification and extensive experience in one or more of the following fields of expertise: urban design, architecture, landscape architecture or other related to the position • Ability to manage strict timeframes • Ability to work with and manage external consultants • Proven ability to deliver complex outcomes in a politically sensitive environment • High level conceptual design skills • High level of written and oral communication skills • Ability to hand sketch in 2D and 3D • Strong focus on the user experience in quality urban environments • Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times • Proficiency with Microsoft office computer applications 	
Desirable Criteria	
<ul style="list-style-type: none"> • Understanding and experience in the Development Assessment process • Proven ability to negotiate balanced development outcomes. 	
Prepared By	Manager Contributions Planning
Date Prepared	January 2025
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	