



POSITION DESCRIPTION

Position Title:	Landscape Development Officer		
Classification:	Band 6	Status	Part-time (FTE 0.6), Maximum Term
Group:	Infrastructure and Environment	Business Unit:	Infrastructure Services
Reports to:	Team Leader Development		
Direct Reports:	NA	Date:	June 2022

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

To facilitate the design and development of high quality new landscape outcomes within Cardinia Shire. The Landscape Development Officer will be responsible for the assessment, approval and monitoring of landscape plans and associated works with a particular emphasis on new parkland developments and streetscape planting across Cardinia Shire.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Assess and provide direction to internal and external persons on landscape plans at both a masterplan and detailed design level.
- Process, evaluate, and provide advice on complex landscape planning referrals/applications in accordance with state and local legislation and council policies and strategies.
- Evaluate detailed landscape plans for conformity with Council policies and planning permit conditions.
- Ensure that all landscape matters are processed in accordance with relevant legislation, Council policy and required timelines.



- Ensure all new landscape designs incorporate current Council policies in relation to reserve planning, environmental sustainability, health promotion and community access and consider the lifecycle asset maintenance requirements and associated costs.
- Ensure designs demonstrate compliance with any existing Australian safety standards or Government regulations/legislation pertinent to the specific design area.
- Process enquiries and discuss or explain landscaping matters with professional and non-professional individuals and groups.
- Contribute to the development, design and review of policies, masterplans and landscape plans in conjunction with other staff, both within and outside the Infrastructure Services Team.
- Provide comment on landscape initiatives prepared by other planning authorities.
- Ensure the accurate and timely capturing of asset data from developers to assist in the development of renewal and maintenance programs.
- Provide advice to the Coordinator and Manager on relevant issues relating to the position.
- Other duties as directed by the Development Coordinator.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote HR, OH&S/Risk Management policies, procedures and practices
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Demonstrate personal and professional integrity at all times consistent with the Cardinia Shire Council values.
- Be accountable for your own decisions and actions.
- Take personal responsibility in meeting role, team and organisational objectives.
- Decisions and actions taken are subject to review by the Development Coordinator.
- Provide advice and represent the organisation by making decisions and giving advice to management and staff on relevant processes, which is consistent with the desired outcomes and vision of the organisation.
- Responsible for pursuing quality landscaping outputs and compliance with relevant regulations and standards.
- Review and provide advice on highly sensitive and confidential issues. Decisions or actions may be reviewed by supervisor.
- Freedom to act is set by clear objectives and/or budgets, with regular reporting to ensure adherence to goals and objectives.
- Monitor compliance with Council financial and procurement policies and procedures ensuring an adequate standard of internal control over finances is maintained, particularly income from landscape development applications.

JUDGMENT AND DECISION MAKING

- Make decisions on matters which relate to the responsibility of the position, delegated authority, legislative requirements, established policy or recognized standards.
- Continuously improve and/or develop methods and techniques generally based on theory or previous experience.
- Provide specialist advice to Council, management, staff and the community on reserve development issues, within an environment where stakeholders have conflicting interests, with guidance and advice usually available.

- Proactively identify and solve problems and issues, sourcing guidance and advice both inside and outside of the organisation, as necessary.

SPECIALIST KNOWLEDGE AND SKILLS

- Experience in all facets of landscape compliance including detailed design, cost estimation and contract administration.
- Demonstrated ability to analyse and interpret the natural and built environment.
- Understanding of Landscape Architecture and the relevant technology, procedures and processes used within landscaping, in the context of Council policies.
- Demonstrated experience including knowledge of principles and practices associated with reserve asset management, landscape design and project management.
- An understanding of the planning and subdivision process in relation to the role of landscape assessment and the delivery of effective and functionally appropriate landscaping in new developments.
- An understanding of the long term goals and policies of the Infrastructure and Environment Directorate and the legal and political context of the wider organisation.

INTERPERSONAL SKILLS

- Communicate clearly and confidently across all levels of Cardinia.
- Ability to liaise effectively with key stakeholders and resolve specialist problems in relation to reserve design and development, asset management, and project management and consultation.
- Represent Cardinia Shire Council, including but not limited to external forums, working groups and committees.
- Ability to work effectively in teams to deliver positive organisational outcomes.
- Ability to engender the trust of management, staff, clients, and the general public.
- Demonstrated ability to develop options, solve problems, and be flexible when required.
- Research, embrace, and assist in the implementation and management of technological change and work methods that are consistent with the culture of the organisation.

MANAGEMENT SKILLS

- Demonstrate self-awareness and commitment to personal development.
- Established expertise in reviewing and implementing change to systems and practices for continuous improvement.
- Ability to plan, organise, set priorities and manage time, so that organisational resources are optimized and objectives are achieved within a timetable.
- Support a collaborative and value based culture.
- Identify and manage communication and consultation channels to share information and knowledge both internally and externally to the organisation.
- The position requires the ability supervise and mentor staff as required. Including allocation and distribution of work, monitoring of comments and reporting on referral statistics.
- Prioritising referrals based on the importance of the application.

QUALIFICATIONS AND EXPERIENCE

- Possession of a bachelor degree in Landscape Architecture or Diploma in Landscape Design or equivalent and relevant experience.
- Proven experience in the area of landscape planning and compliance, reserve planning or an allied discipline.

KEY SELECTION CRITERIA

- Demonstrated experience in the assessment, development and implementation of landscape master plans and detailed landscape design plans, including liaison with developers and professional consultants.
- Demonstrated understanding of the role of landscaping in relation to the planning permit assessment process and an ability to provide clear direction which achieves positive results.
- Demonstrated ability to effectively prioritise workload demands and manage competing objectives to achieve timely completion of required tasks.
- Demonstrated ability to have an eye for fine detail in landscape plans as well as to see how this fits into the larger context of the local and PSP areas.
- Demonstrated ability to identify, initiate, and build productive relationships both internally and externally and ensure a team approach is undertaken to achieve work outcomes.
- Ability to deal effectively and diplomatically with issues of non-compliance, complaints and enquiries..
- Well-developed administration skills including record management, document creation and spreadsheet control and development.
- Ability to role model the desired behaviours of Cardinia and actively influence where required.
- Ability to embrace the Cardinia values and keys to success.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a part-time, maximum term position

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.