

# Kingborough Council

## Information Package for Applicants



**Position:**

**Urban Design Officer, Position Number 000375**

**Employment Status:**

**Ongoing, Full Time**

**Department:**

**Governance and Community Services Department**

**Applications Close:**

**4pm on Friday, 28 June 2019**



**KINGBOROUGH COUNCIL**  
[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## Our Municipality

Located an easy 15 minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of over 37,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

Kingborough has one of the longest stretches of coastline in Tasmania (336 kilometres) and covers a total area of 717 square kilometres. Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough has one of the highest growth rates in Tasmania. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The towns with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

More information is available on our website, at [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## Position Advertisement

### Urban Design Officer

Council has a vacancy for an experienced Urban Design Officer. The position is responsible for providing urban, environmental and landscape design services for Council and community projects and programs.

You will require relevant tertiary qualifications together with a practical knowledge of urban design principles and application. Experience in policy and program development and community consultation is also highly desirable.

**Further details:** The position is full-time, with a salary in the range of \$66,175 - \$81,772 per annum plus 12.5% superannuation and a 19 day month. For more information, please contact Daniel Smee, Executive Manager Governance and Community Services on 6211 8200.

**How to apply:** A copy of the position description for this vacancy and information detailing requirements for applications are available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au). All applications must include a document addressing the selection criteria and a current resume.

**Applications close at 4.00pm on Friday 28 June 2019 and should be forwarded to the Executive Manager Organisational Development, Kingborough Council by email to [recruitment@kingborough.tas.gov.au](mailto:recruitment@kingborough.tas.gov.au).**

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## Key Selection Criteria

### Urban Design Officer

**Please address these selection criteria in your application**

**Essential:**

1. Relevant tertiary qualifications and/or experience in relation to urban and environmental design.
2. Knowledge of urban design principles, together with experience in policy development and implementation.
3. Experience in community consultation, program development and evaluation.
4. Sound interpersonal and communication skills with the ability to liaise effectively with a broad range of people including councillors, consultants and residents on specialist urban and environmental design matters.
5. The ability to prepare reports, strategies, guidelines and policies relevant to the role.
6. The ability to work with limited supervision and as part of a coordinated team.
7. Competent computer skills, including MS Office and specialist design software.


**Licences**

1. Current unrestricted motor vehicle driver's licence.
2. White card - Working Safely in the Construction Industry, or the ability to acquire this accreditation.

**Desirable:**

1. Understanding of the operations of local government relevant to the role.
2. Knowledge of government based programs and funding opportunities, with the ability to prepare grant applications.

## Position Description

	<h1>Urban Design Officer</h1>	<b>PD No. 000375</b>		
		VERSION  03	LAST REVIEWED  June 2019	NEXT REVIEW  June 2020
<b>Classification</b>	Professional Officer Level 1to 2, depending on qualifications, skills and experience.			
<b>Position Objectives</b>	To provide urban, environmental and landscape design services for Council and community projects and programs throughout the Kingborough Municipality.			
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare and oversee the implementation of design plans and strategies for Council's playgrounds, parks, reserves and public cemeteries.</li> <li>• Provide input into the development of streetscape and landscape plans prepared by Council's Civil Design staff.</li> <li>• Provide feedback on the urban and environmental design elements of planning applications referred by Council's Development Services Department.</li> <li>• Liaise with community groups and provide advice in relation to proposals involving the development of public open space.</li> <li>• Identify and implement opportunities for improved signage and interpretation elements within Council's public spaces.</li> <li>• Develop and implement processes for the management of public requests for memorials and plaques on Council owned or managed land.</li> <li>• Assist in the development of strategies for Council's community halls.</li> <li>• Carry out other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.</li> </ul>			

<b>Organisational Relationships</b>	<p><u>Reports to:</u> Executive Manager, Governance and Community Services</p> <p><u>Internal Liaisons:</u> Councillors and staff.</p> <p><u>External Liaisons:</u> Community groups, contractors, consultants, local government professionals, Government agencies.</p>
<b>Code of Conduct</b>	<p>Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Council's Code of Conduct for Employees details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.</p>
<b>Workplace Health and Safety</b>	<p>Council recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Workplace Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> <li>• Adhering to all safe working procedures.</li> <li>• Adhering to Council's OH&amp;S and risk management policies.</li> <li>• Taking reasonable care of themselves and others who may be affected by their actions.</li> <li>• Ensuring due care is taken for any Council property for which the officer is responsible.</li> <li>• Taking due care to prevent property losses or damage.</li> </ul>
<b>Security of Council Information</b>	<p>Security of Council information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so.</p>
<b>Customer Service</b>	<p>Council is committed to the provision of timely, efficient, consistent and quality customer service. Council's Customer Service Charter outlines the</p>

	rights of our customers, the standard customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions for actions.
<b>Qualifications and Experience</b>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications or experience in relation to urban and environmental design.</li> <li>• Knowledge of urban design principles, together with experience in policy development and implementation.</li> <li>• Experience in community consultation, program development and evaluation.</li> <li>• Sound interpersonal and communication skills with the ability to liaise effectively with a broad range of people including councillors, consultants and residents on specialist urban and environmental design matters.</li> <li>• The ability to prepare reports, strategies, guidelines and policies relevant to the role.</li> <li>• The ability to work with limited supervision and as part of a coordinated team.</li> <li>• Competent computer skills, including MS Office and specialist design software.</li> </ul> <p><u>Licences</u></p> <ul style="list-style-type: none"> <li>• Current unrestricted motor vehicle driver's licence.</li> <li>• White card - Working Safely in the Construction Industry, or the ability to acquire this accreditation.</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Understanding of the operations of local government.</li> <li>• Knowledge of government based programs and funding opportunities, with the ability to prepare grant applications.</li> </ul>

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<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.</li> <li>• Demonstrated willingness to participate in self development programs to enhance personal contribution to the organisation.</li> <li>• Ability to build and maintain co-operative relationships.</li> <li>• Highly motivated with the ability to work in a team environment.</li> <li>• Reasonable standard of health and fitness relevant to the field activities.</li> </ul>
<b>Behavioural Skills</b>	<p>The ability to function as a competent, motivated and professional member of the Engineering Services team and demonstrate a commitment to the Council's values and expected behaviours.</p>



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## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria
- A current copy of your resume

Your application should be addressed “**Confidential Job Application – Urban Design Officer**” and submitted to the following email address: [recruitment@kingborough.tas.gov.au](mailto:recruitment@kingborough.tas.gov.au).

**Good luck with your application**