

Employment Information Package



Urban Designer - Infrastructure Planning

Position number: POS1855

Enquiries:

Name: Michael Newby

Position: Senior Leader Infrastructure Planning

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Application closing date: 3:00PM, WEDNESDAY, 5 MARCH 2025



City of
LAUNCESTON

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Address all correspondence to:

Manager People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston organisational chart

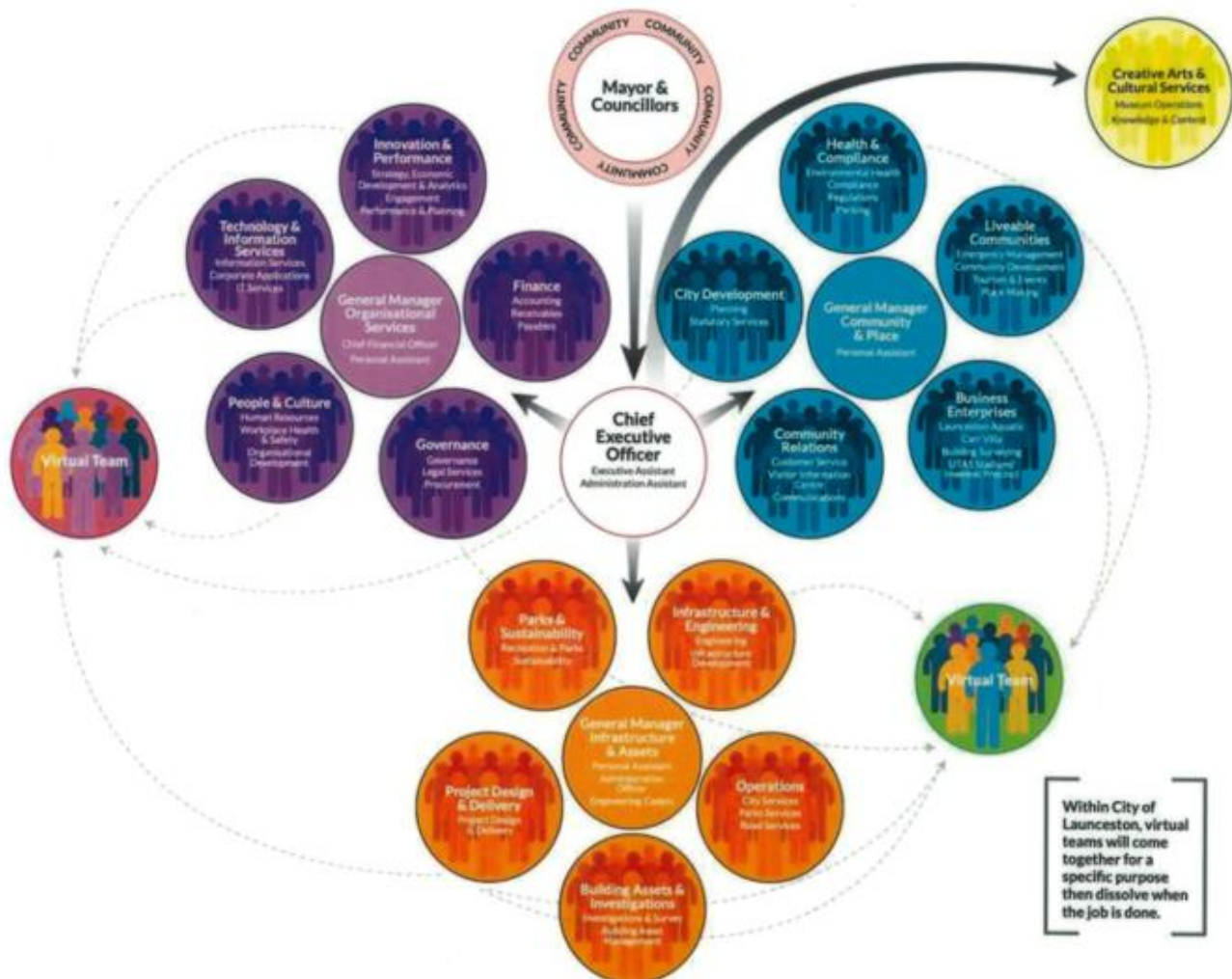
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received
2. Shortlisting
 - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
 - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
 - Reference Check
 - Police Check
 - Medical Assessment
 - Drug and Alcohol screening

All costs covered by City of Launceston
5. Suitability determination and preferred candidate identified
6. Letter of Offer

Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

General conditions of employment

| | |
|---------------------------|---|
| Position title | Urban Designer - Infrastructure Planning |
| Employment terms | Permanent, Full-Time |
| Working pattern | 19-day month |
| Total remuneration | \$126,705 - \$138,451* <i>*Total remuneration includes superannuation, as detailed below</i> |
| | Base salary \$109,939 - \$120,131 |
| Superannuation | Employer contribution of 15.25% |

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

| | | | |
|------------|-----|-------------|---------|
| PF NUMBER: | PF0 | POS NUMBER: | POS1855 |
|------------|-----|-------------|---------|

| | |
|-----------------------|--|
| POSITION TITLE: | Urban Designer - Infrastructure Planning |
| AWARD CLASSIFICATION: | Grade 7 |
| EMPLOYEE: | Vacant |
| TEAM: | Infrastructure Planning |
| REPORTS TO: | Senior Leader - Infrastructure Planning |
| PREPARED BY: | Michael Newby |
| DATE: | January 2025 |

| | |
|--------------|---|
| APPROVED BY: | |
| NAME: | Chelsea van Riet |
| POSITION: | Executive Leader, Community Assets and Design |
| SIGNATURE: | |

| POSITION PURPOSE (Why does this position exist) |
|--|
| <p>This position is to:</p> <ul style="list-style-type: none">• Provide expert advice on social and active infrastructure planning and delivery to support urban growth areas within the municipality; with particular focus on parks and green spaces, sporting infrastructure, streetscapes and social and community assets and areas• Proactively identify, plan for, and deliver on longer term social and active infrastructure needs• Contribute to the Strategic Asset Management Plan based on municipality infrastructure requirements• Undertake project management duties to mature assigned infrastructure planning and major projects• Provide high-level leadership and management of consultants as required• Contribute as required to the establishment, management and delivery of development and infrastructure contribution plans to support ongoing investment <p>The role reports directly to the Senior Leader.</p> |

City of Launceston is a values-based organisation, which means that we employ people who share and display
Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|---|--|--|
| General | | |
| City of Launceston's Values | Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well | Demonstrates, through behaviour, an alignment to and an understanding of Our Values. |
| Technology | Use technology and information to maximise efficiency and effectiveness. | New and existing technologies are utilised effectively. |
| Collaborate | Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities. | Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback. Collaborative opportunities are sought across teams. |
| Innovation | Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams. | Improved work practices and projects. |
| Technical | | |
| Professional urban design services | <ul style="list-style-type: none"> • Provide professional urban design services in infrastructure planning for social and active assets, including growth area planning and longer-term infrastructure needs to ensure success. | Infrastructure planning outcomes reflect best practice and organisational requirements. |
| Support alignment of the Strategic Asset Management Plan to the Long-term Financial Plan | <ul style="list-style-type: none"> • Collaborate with the Senior Leader Infrastructure Planning to assess the financial requirements Strategic Asset Management Plan (SAMP). | The SAMP provides a plan for how infrastructure supported services can be provided now and into the future. |
| Provide expert advice regarding infrastructure development and investment to support urban growth | <ul style="list-style-type: none"> • Work with teams within the network to provide expert advice for the provision of infrastructure in key growth areas. • Liaise with stakeholders associated with key growth areas • Provide sustainable infrastructure investment strategies to support urban growth. | Urban growth support through appropriate infrastructure services timed in an appropriate manner. |
| Support the implementation of complex infrastructure projects | <ul style="list-style-type: none"> • Collaborate with and empower teams across the organisation to contribute to significant infrastructure projects. • Review and provide expert and integrated infrastructure advice from teams who own the asset and maintain the assets. | Delivery of complex projects efficiently and effectively within agreed timeframes |

| Accountabilities | Activities/Tasks include: | Success looks like ... |
|---|---|------------------------|
| | <ul style="list-style-type: none"> Provide expert advice with respect to complex infrastructure projects. | |
| Provide support as required in disaster management | <ul style="list-style-type: none"> Undertake assigned duties in disaster events as required | |
| Work Safely with a Duty of Care for fellow employees and ensure procedural compliance | <p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p> | |
| <p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p> | | |

WORKING WITH VULNERABLE PEOPLE CHECK

| | Yes/No |
|--|--------|
| Working with Vulnerable People Check required? | Yes |
| <i>If yes, include in Selection Criteria table below</i> | |

SELECTION CRITERIA

POSITION REQUIREMENTS/COMPETENCIES

Organisational

- Community Focussed: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives
- Safety Focussed: takes responsibility for own and team's health, well-being and self-care

Position Specific

- Works collaboratively and champions collaboration and innovation
- Proven ability to deliver complex multi-disciplinary projects

| |
|---|
| <ul style="list-style-type: none"> Proven ability to assess infrastructure network demands and challenges and develop effective strategies and plans to address infrastructure needs |
| <ul style="list-style-type: none"> Political awareness: perceptive to the political and management challenges effecting the organisation |
| QUALIFICATIONS AND EXPERIENCE |
| <ul style="list-style-type: none"> Tertiary qualifications in urban design, architecture or landscape architecture are required |
| <ul style="list-style-type: none"> Minimum 7 years' experience in the design and development of social and active infrastructure provision |
| <ul style="list-style-type: none"> Experience in facilitation of urban development, and/or experience in the delivery of infrastructure projects is beneficial |

| | |
|----------------------------|--|
| REPORTING STRUCTURE | |
| Leader | Senior Leader Infrastructure Planning |
| Direct Reports | Nil |

| | |
|--|--|
| KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc) | |
| Internal | Nature of Relationships |
| Executive Leadership Team | Provide information and advice |
| Community Assets and Design Network | Provide information and advice |
| Senior Leader Infrastructure Planning | Provide information and advice |
| Senior Managers | Provide information and advice |
| External | Nature of Relationships |
| Consultants | Scope services and manage delivery |
| Government Departments | Collaborate and engage on projects as required |
| Developers | Collaborate as required |

| | |
|--|-----------|
| DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc) | |
| Purchasing Approvals | Limit \$0 |

Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.



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