

Employment Information Package

Strategic Urban Designer

Position number: POS1855

Enquiries:

Name: Fintan Langan-Clarke

Position: Team Leader Strategic Land Use & Infrastructure Planning

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Application closing date: TUESDAY 15 SEPTEMBER 2026

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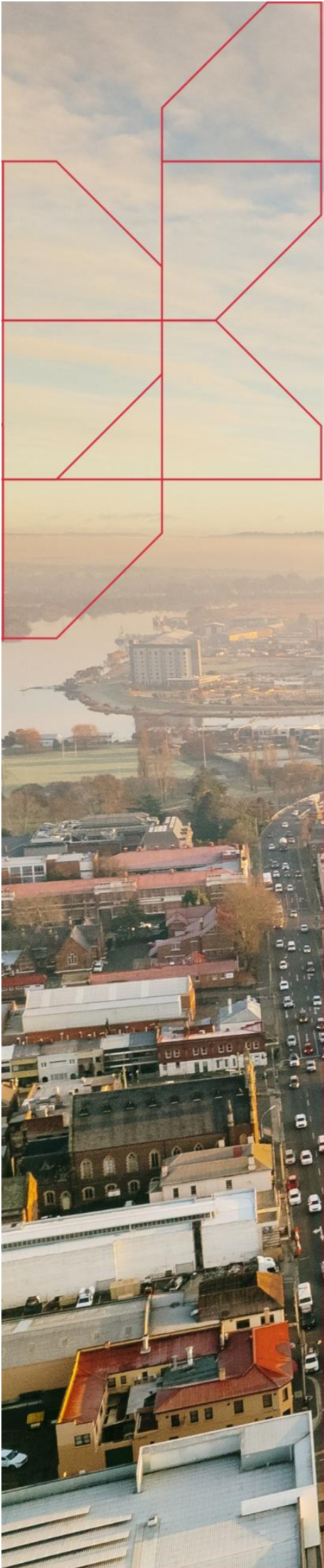
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Address applications to:

Senior Leader People, Governance and Safety
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.





About the City of Launceston

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.

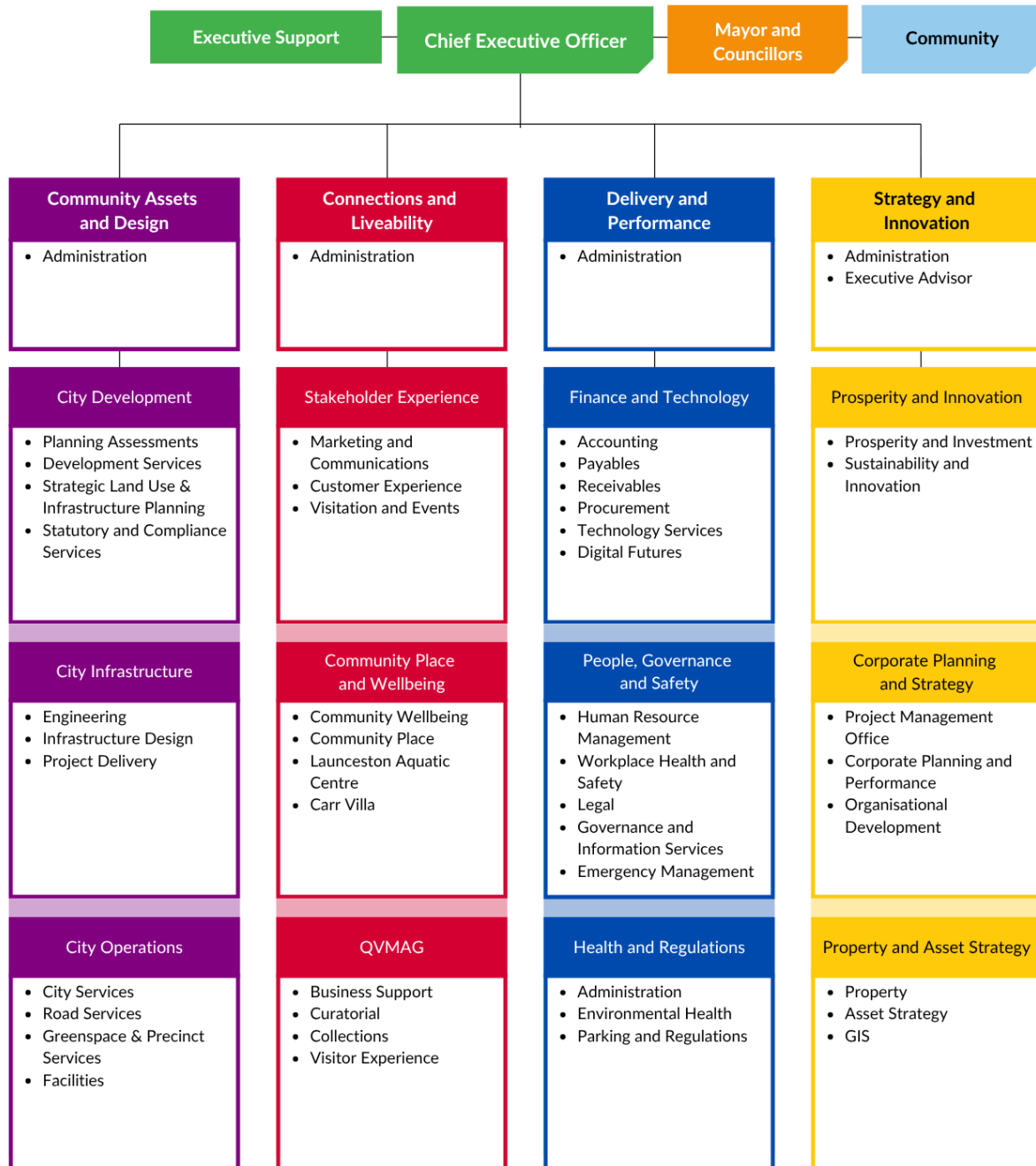
The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

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

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.

Employee benefits offered by the City of Launceston include:

- Depending on your role, you may have access to a 4 day compressed week or 9 day fortnight
- 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 fostering a flexible and supportive working environment. While flexibility may vary depending on the nature of each role and operational requirements, we aim to work with our employees to find arrangements that are practical, sustainable, and mutually beneficial.
- Access discounts through Fitness Passport, Solstice Energy, MyState Bank, Launceston Aquatic Centre and the QVMAG Gift Shop.
- Employees have access to purchase additional leave.



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 to 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

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

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 Human Resources 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

- Former employees will be subject to relevant internal checks as part of the recruitment process

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

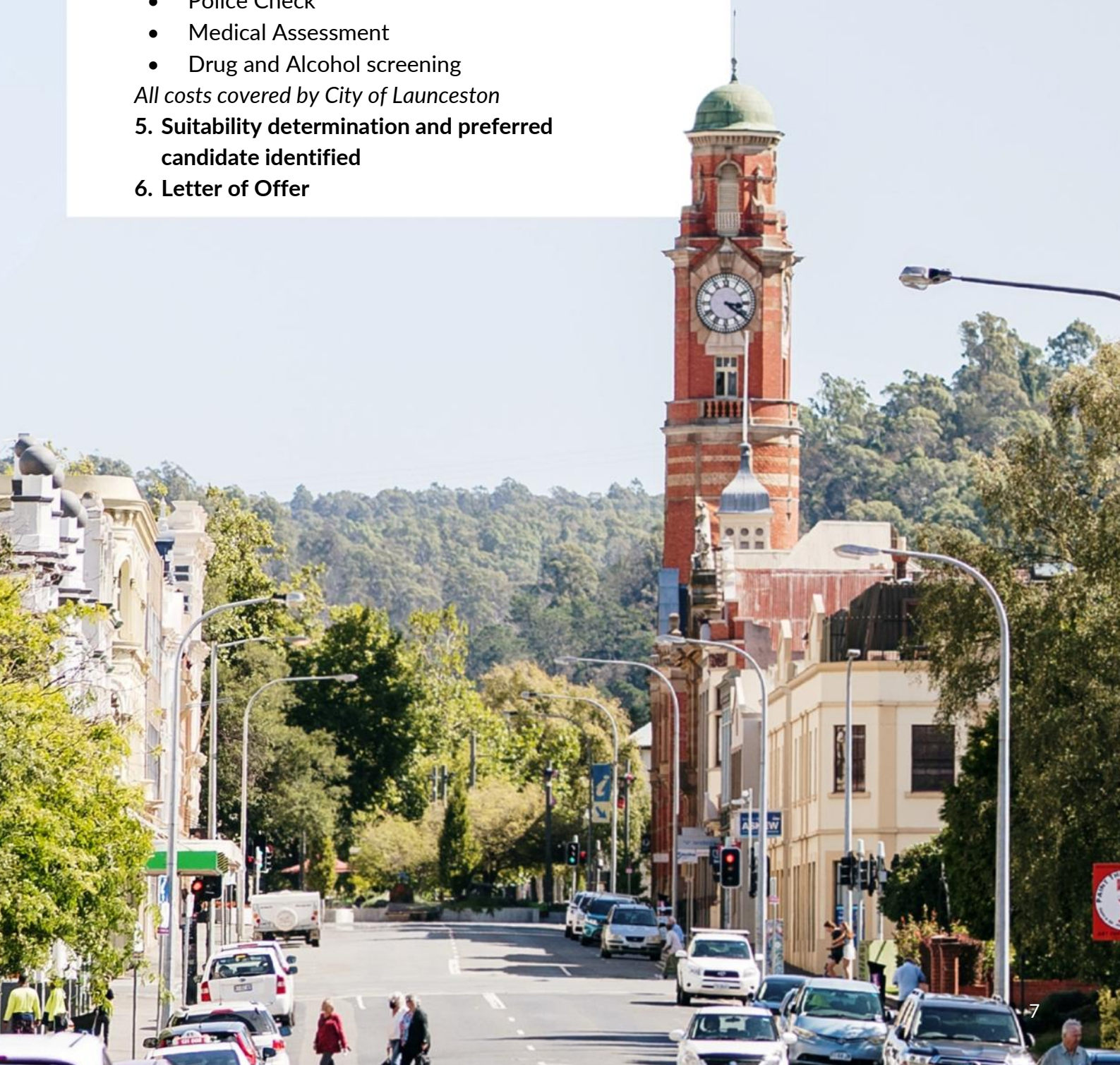
4. Pre-Employment Checks:

- 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



General conditions of employment

Position title	Strategic Urban Designer
Employment terms	Permanent full time
Working pattern	4-day compressed week or 9-day fortnight, subject to operational requirements. (76 hours per fortnight)
Total remuneration	\$120,110 - \$136,706 per annum*
	<i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$104,217 - \$118,617
Superannuation	Employer contribution of 15.25%

Probationary period

All new employees covered by the City of Launceston Enterprise Agreement 2026 are subject to a three-month probationary period, which provides an opportunity for both you and the Council to assess your suitability for the role, including performance, behaviour and alignment with our Values. During this time, you will receive regular feedback and support. The probationary period may be extended by up to a further three months if required, in line with the Enterprise Agreement and Organisational Policy.

- **Annual leave:** employees are entitled to four weeks (pro-rata for part-time employees) annual leave per year, plus leave loading. Additional annual leave can be purchased or accessed at half pay.
- **Personal leave (for sick and carer's leave):** employees are entitled to 2 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 14 weeks paid (or 28 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 seven years continuous service.
- **Wellness leave:** two days of Wellness Leave for full-time employees (pro rata for part-time employees) that can be used in addition to personal/carers leave for the general health and wellbeing of employees
- **Additional leave:** full-day leave for Launceston Cup Day, end-of-year shutdown leave (or equivalent for essential workers), IVF Leave, Gender Affirmation Leave, and generous allowances and loadings for eligible work conditions.

The City of Launceston Enterprise Agreement 2026 is available [here](#)

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

Position Description

PF NUMBER:		POS NUMBER:	POS1855
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POSITION TITLE:	Strategic Urban Designer
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Strategic Land Use and Infrastructure Planning City Development Community Assets and Design
REPORTS TO:	Team Leader Strategic Land Use and Infrastructure Planning
PREPARED BY:	Fintan Langan-Clarke
DATE:	29 July 2026

APPROVED BY:	
NAME:	Chelsea van Riet
POSITION:	Executive Leader Community Assets and Design

POSITION PURPOSE (Why does this position exist)
The Strategic Urban Designer provides specialist urban design expertise and strategic advice to support the planning, growth, and development of the municipality. Working within the Strategic Land Use and Infrastructure Planning Team, the role drives the integration of urban design principles into strategic planning, place-based policy development, infrastructure planning, and growth management initiatives to create high-quality, sustainable, resilient, and liveable communities. The position is responsible for the preparation and implementation of urban design strategies, frameworks, policies, guidelines, and master plans that shape the municipality's built environment and public realm outcomes. The Strategic Urban Designer provides expert advice on major development proposals, strategic planning projects, and infrastructure initiatives, ensuring that design excellence, community outcomes, and long-term place-making objectives are embedded across Council's planning and development functions.

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. • 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/toolbox 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		
Provide specialist urban design advice	• Provide expert urban design advice on strategic planning projects, growth areas, major developments and infrastructure initiatives. • Advocate for design excellence and best-practice urban design outcomes.	• Sound design advice supports informed decision-making and quality project outcomes. • Urban design principles are consistently embedded in planning and development outcomes.
Lead urban design policy and strategy	• Prepare and implement urban design strategies, frameworks, precinct, activity centre and strategic urban master plans and design guidelines. • Contribute to strategic land use planning and place-based initiatives.	Clear and effective policy frameworks guide sustainable growth and development.
Enable quality infill and housing diversity	• Apply urban design principles to support infill development, urban renewal and redevelopment opportunities. • Contribute to planning frameworks that facilitate housing diversity in activity centres, neighbourhood centres and strategic growth locations.	Planning frameworks support well-designed housing growth that enhances neighbourhood character, liveability and access to services and infrastructure.

Accountabilities	Activities/Tasks include:	Success looks like ...
	Balance increased housing supply with place quality, character and amenity outcomes.	
Collaborate across council and with stakeholders	- Work with Council teams, government agencies, consultants, developers and community stakeholders. - Provide urban design input to multidisciplinary projects and initiatives.	Strong relationships support coordinated and well-informed decision-making.
Shape growth and urban structure outcomes	- Lead urban design input into growth area planning, activity centre planning, urban renewal precincts and strategic development projects. - Assess how land use, movement networks, public realm, housing and infrastructure integrate to create sustainable urban form.	Long-term urban structure and growth outcomes support a connected, liveable and sustainable city.
Continuous improvement and innovation	- Identify and promote contemporary urban design practices, trends and opportunities. - Support innovation in planning and urban design.	Urban design practices remain contemporary, practical and outcome focused.
Disaster management support	Undertake assigned duties during emergency and disaster events as required.	Effective contribution to Council's emergency response and recovery activities.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (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 (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. (Section 28 Work Health & Safety Act 2012)	
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.		

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	
- Proven experience leading and delivering complex urban design and strategic planning projects, from investigation and concept development through to policy preparation and implementation. - Demonstrated high-level expertise in built-form analysis, urban design frameworks, structure and master planning, design guidance, and strategic planning policy. - Demonstrated ability to analyse urban growth, housing and development challenges and translate evidence into practical, well-designed and implementable planning outcomes. - Highly developed communication, visual presentation and stakeholder engagement skills, including the ability to clearly communicate complex design and planning concepts to decision-makers, professionals and the community. - Political awareness and an ability to navigate organisational, community and political considerations affecting Council decisions.	
POSITION QUALIFICATIONS AND EXPERIENCE	
Mandatory Qualifications / Licences/Registrations	
Working with Vulnerable People Check - No	
Class C drivers licence required - Yes	
Required Qualifications/Experience/Skills/Knowledge/capability	
- Degree in urban design, architecture and/or urban and regional planning. - Minimum 5 years' experience in urban design, strategic planning, master planning or a related field. - Demonstrated experience in facilitation of urban development and architecture design, and experience in the delivery of urban designed focused planning projects.	
Desired Qualifications/Experience/Skills/Knowledge/capability	
- Experience working with multidisciplinary project teams, consultants and community stakeholders. - Eligibility for membership, or membership, of the Planning Institute of Australia (PIA) or similar	

REPORTING STRUCTURE	
Leader	Team Leader Strategic Land Use and Infrastructure Planning
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Executive Leader Community Assets and Design	Provide advice, briefings and project updates on significant urban design and strategic planning matters as required.
Senior Leader City Development	Provide project updates, specialist urban design advice and recommendations. Seek direction and guidance as required.
Team Leader Strategic Land Use and Infrastructure Planning	Collaborate on work programs, project delivery, policy development and strategic planning initiatives.
Strategic Land Use and Infrastructure Planning team	Work collaboratively to deliver strategic planning projects, policy outcomes and growth planning initiatives.
Senior Leaders, Team Leaders and Council Officers from other teams and networks	Provide specialist urban design input to projects, policies and initiatives requiring multidisciplinary collaboration.
City Development Team	Provide specialist urban design advice to support planning related matters and collaborate on planning policy, development outcomes, strategic projects and urban design matters as required.
Councillors	Provide technical information, project updates and professional advice as required.
External	Nature of Relationships
Community stakeholders	Respond to external enquiries within the position's scope. Engage on strategic planning and urban design projects and facilitate informed participation and feedback.
Consultants and contractors	Prepare project briefs, manage consultant inputs and review technical work to ensure project objectives are achieved.
Government Departments	Collaborate on planning policy, housing, transport, infrastructure and urban development matters of mutual interest.
Developers and property owners	Collaborate and Provide urban design guidance and facilitate development outcomes aligned with Council's strategic objectives.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$5000
Land Use Planning and Approvals Act 1993	As per Council delegations
Tasmanian Planning Commission Act 1997	As per Council delegations
Tasmanian Civil and Administrative Tribunal Act 2020	As per Council delegations
Strata Titles Act 1998	As per Council delegations
Local Government (Building and Miscellaneous Provisions) Act 1993	As per Council delegations

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.

