



## CITY OF WHITEHORSE POSITION DESCRIPTION

Landscape Architect	
<b>Classification:</b> Band 6	<b>Effective Date:</b> May 2020
<b>Reports to:</b> Design and Construction Coordinator	<b>Tenure:</b>

### **Goal Statement**

The position will provide high quality, innovative, practical urban design services and project management to Whitehorse City Council in the implementation of Council's Capital Works Program, with an emphasis on effective service delivery and commitment to quality design and construction outcomes for play space upgrades and urban design projects.

### **Key Responsibilities**

#### *Position Specific Responsibilities*

- Provide urban and landscape design services and advice to the Design and Construction Coordinator, the Project Delivery and Assets Manager, other Council departments and external stakeholders as required.
- Coordinate design and construction of projects from conception through to completion, including the;
  - Day to day project management of design and construction of projects that contribute to the capital works program.
  - Management of consultants in the design of projects and other associated tasks that contribute to the capital works program.
  - Management of contractors in the construction of projects that contribute to the capital works program.
  - Management and production of tenders, quotes and other requirements for the provision and procurement of goods and services.
- Coordination of works in the following areas:
  - Design and construction delivery of Play Space Upgrades.
  - Design and construction delivery of retail precinct / shopping centre improvements, streetscape upgrades and various other urban treatment projects throughout the municipality.
  - Nature strip, median strip and traffic treatment planting projects.
- Ensure budget and time parameters are managed and met.
- Manage and communicate effectively with all stakeholders, the Design and Construction Coordinator and others as required to successfully achieve Council's corporate aims and objectives.
- Undertake written and verbal community and stakeholder consultation effectively and professionally in line with departmental and corporate requirements.
- Undertake a comprehensive review and evaluation of projects.
- Produce Council Reports on projects or other issues as required by the Design and Construction Coordinator or corporate requirements for written / oral presentation.
- Assist in the preparation, budgeting and delivery of the annual Capital Works Program.
- Participate in the development of design and project management procedures and processes of the Project Delivery and Assets Department.
- Participate in strategic project implementation.
- Public representation of Council in a positive and professional manner.
- Display behaviours and standards in accordance with Council's Collective Agreement and demonstrate these values through teamwork, professionalism and a commitment to our stakeholders.

#### *Corporate Responsibilities*

- Adherence to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement.
- To understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Reporting of any matters that may impact on the safety of Council employees or citizens, assets and equipment.

## **Authority**

### *Budget:*

- The position is responsible for quality project outcomes managed within budgetary parameters. The position is required to scope projects for the purpose of inputting into the Capital Works budget or departmental program.

### *Staff Responsibility:*

- The position has no direct staff responsibility.
- The position is required to manage consultants, contractors and budgets to ensure that projects are completed in a timely manner and within budget parameters.
- The position will need to work collaboratively with other staff within the Design & Construction Team, the Project Delivery and Assets Department and other Council Departments.

### *Decision making:*

- Decision making is defined within established procedures and guidelines using the application of a variety of processes. The position has clear objectives and budgets and the incumbent frequently consults with and reports to their supervisor.
- The incumbent will be required to identify issues/problems and make recommendations to achieve solutions and objectives.
- The position is responsible for the management of projects as delegated through design, documentation, tender and construction processes.
- The position requires the ability to work independently and use initiative to progress the objectives of Council, consistent with Council's corporate direction.
- The position will exercise judgement in relation to day-to-day work including technical judgement in urban design elements of capital works projects.
- The position is authorised to make design and construction decisions (in the context of contract administration and project management) onsite that may have a significant effect on the project deliverables and the public perception of Council.
- Guidance and advice are usually available.

## **Key Relationships**

This position is required to liaise with;

- Other Council departments on projects containing Urban Design issues, including the resolution of issues relating to the urban design processes.
- Stakeholders including Councillors (in conjunction with the Manager and/or Coordinator), residents, traders, consultants and contractors.
- Government Departments and Authorities as needed.

## **Selection Criteria (Essential)**

### *Qualifications and experience:*

- Bachelor of Landscape Architecture / Urban Design or similar tertiary qualification/s, combined with relevant demonstrated experience in the design and delivery of play spaces and urban design capital works projects.

### *Technology:*

- Demonstrated experience and skills in the Microsoft suite of applications (Word, Excel, Outlook and Project).
- Demonstrated experience and skills in AutoCAD, and graphic design packages such as Photoshop, Illustrator, Adobe suites.

### *Other technical skills:*

- Demonstrated design and project management skills particularly in relation to working with consultants and contractors within the play space and urban design discipline, and resolution of complex design and construction issues.
- The ability to coordinate and monitor design and construction of projects in order to achieve specific objectives.
- Well-developed design skills to analyse site constraints and opportunities, develop innovative, sustainable solutions whilst understanding and considering site limitations.
- Demonstrated ability to realistically analyse the urban environment, architecture/built form and natural/constructed landscape.

- A good understanding of water sensitive urban design, environmentally sustainable design techniques and other relevant good design principles.
- Excellent understanding of Occupational Health and Safety legislation and safe work practices, including risk management.
- Understanding of Equal Opportunity legislation and how it relates to the role.
- Knowledge and familiarity of budgeting principles.

*Interpersonal:*

- High level written and oral communication skills enabling the incumbent to gain cooperation from other Whitehorse employees, contractors, consultants, traders and other stakeholders as required.
- The ability to work across a number of departments and teams within Council.
- Excellent presentation skills.
- High level problem solving skills and well developed analytical and investigative skills for policy formulation and project completion.

*Leadership/management:*

- The ability to successfully manage consultants and contractors.
- The ability to prioritise own workload and meet deadlines within time, resource and cost constraints, despite conflicting pressures.
- The ability to adapt to changing priorities.
- The ability to work and provide input within a team environment, and influence and lead other staff within the organisation.
- The ability to work independently with demonstrated initiative.
- The ability to drive projects and sustain a momentum over long periods.

**Other Attributes (Desirable)**

- Corporate membership of AILA, or similar professional institute.
- Building and Construction Industry White/Red Card.
- Extensive design and project management experience in delivering play space upgrades and urban design projects.
- Demonstrated experience and skills in local government software for GIS systems, purchasing, customer service and document management.
- Understanding the long-term goals of Whitehorse City Council.
- Political acumen.

**Notes and comments:**

- Short listed candidates may be required to attend a pre-employment medical examination.
- A current driver's licence that meets the requirements of VicRoads is essential.
- A clear National Police check is essential.
- A Working With Children check will be required.

**Key Selection Criteria:**

- Relevant degree qualification in Landscape Architecture / Urban Design or similar tertiary qualification.
- Relevant and demonstrated experience and skills in the design and construction delivery of play space upgrades and urban improvement capital works projects.
- Demonstrated experience and skills in AutoCAD, and graphic design packages such as Photoshop, Illustrator, Adobe suites.
- Able to work well and contribute to a team to deliver good results.

<b>EMPLOYEE NAME:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	