

POSITION DESCRIPTION

PROJECT LANDSCAPE ARCHITECT (CAPITAL PROJECTS)

POSITION DETAILS

Date of Position Description	June 2026
Position Title	Project Landscape Architect (Capital Projects)
Position Grade	10
Directorate Business Unit	City Services and Projects Capital Projects
Reports to	Supervisor Landscape Architecture
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	9 Wentworth Street, Parramatta (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

Within the P3M (Project Management Framework, based on PMBoK Principles), this position is responsible for assisting and supporting members of the Landscape Architecture Team with designing and presenting of a diverse range of landscape design projects from project inception through to construction, maintaining a high level of design quality and integrity throughout the design and construction process.

KEY RESPONSIBILITIES

- Carry out the following in the context of the role:
 - Consultation and stakeholder facilitation (internal and external)
 - Site Analysis Plans
 - Concept designs
 - Masterplans
 - Design to budget
 - Schedule of Quantities and cost estimates
 - Technical Specifications, detailed documentation including tender documentation
 - Procurement documentation and contract administration
 - Presentation documentation including graphic displays and montages
 - Grant funding proposals and submissions
 - Site co-ordination and supervision of minor works
- Ensure landscape design proposals meet all statutory requirements and relevant Australian Standards including Councils Policies and WHS Requirements.
- Prepare landscape design proposals to meet the requirements of the Supervisor of Landscape Architecture, Senior Landscape Architect and Project Brief.
- Apply time management skills to achieve completion of multiple landscape design tasks ensuring deadlines set are successfully achieved.
- Assist Council's Capital Projects Team to deliver projects by managing design issues for landscape tasks during design and construction by providing best practise professional advice regarding all facets of landscape design (including design and project management, constructability, horticulture, graphic design, quantity surveying, public art and urban design) to achieve positive outcomes.
- Bring to the attention of management any dishonesty or practice contrary to Council's Code of Conduct.
- Generate a positive workplace culture in accordance with Council's Guiding Principles.

- Contribute to corporate initiatives such as Parramatta Council's web page, Master Plans and others as required.
- Continually update skills through peer presentations, training and professional development.
- Contribute to business support, archiving and general project administration as required.
- Ensure all relevant activities adhere to the appropriate legal and statutory requirements including Council's policies and procedures.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WH&S legislative obligations.
- Exercise a Duty of Care by working in a safe and efficient manner, having regard to personal safety and the safety of other workers, visitors, contractors and volunteers and the general public.
- Report injuries, accidents, incidents, near misses and unsafe work practices within required time frames, and that corrective actions are taken to prevent reoccurrence.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Attend and complete all required WH&S training, toolbox talks and briefings as directed.
- Preparation of presentation material and graphic displays that clearly communicate the intention of the landscape design proposal.
- Represent Councils Capital Project and Landscape Architecture Team at professional seminars, workshops, community consultations and public events as required.
- Consult and liaise effectively with a variety of stakeholders including external stakeholders, residents, bush care groups, community interest groups, schools, park committees, internal staff, government authorities and businesses.
- Provide professional support to all departments of Council and develop cross-departmental relationships to enable collaboration on design projects.
- Manage and distribute information and technical documentation appropriately in accordance with Councils Privacy Policy.
- Maintain well developed oral and written communications, interpersonal and presentation skills.
- Assist the development of Council's public domain guidelines and standard capital works drawings by providing support on landscape components.
- Investigate landscape and urban design issues through innovative design techniques utilising precedent studies, heritage investigations, current design trends, best practise principles, experience and knowledge to achieve positive outcomes.
- Demonstrated ability to work effectively, either independently or within a team, displaying appropriate judgment, flexibility, accuracy, organisational awareness, problem solving and decision making skills.
- Recommend appropriate design solutions using innovative and cost effective materials to achieve effective, sustainable and environmentally focussed outcomes in the public domain.
- Develop technically creative, flexible and integrated design responses to attain a meaningful, enjoyable and equitable public domain.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

KNOWLEDGE

Qualifications (Level)

- Recognised degree qualification in Landscape Architecture and eligible to be a member of the national Australian Institute of Landscape Architects (AILA), albeit membership is not a requirement.
- Class 'C' Driver's Licence.

Experience

- Recent graduate in the field of Landscape Architecture with minimum 2 years of experience.
- Some experience in project management
- Sound knowledge of construction materials and techniques in both documentation of projects and site application.
- Quantity and cost estimation.

- Experience in working with multidisciplinary design teams and managing collaborative design processes.

Skills

- Sound computer literacy, the ability to operate in a Windows environment and experience with Microsoft Office products.
- Ability to use technical and presentation software applications such as AutoCAD and Adobe Suite to successfully produce creative conceptual designs and clear and concise detailed documentation.
- Use Councils record management system.
- Participate in the planning and introduction of technical change and improvements to Capital Project's technical capabilities.
- Developing skills and understanding of the principles and practices of Landscape Architecture.
- Developing skills and knowledge of landscape construction techniques and ability to understand and interpret landscape and technical designs.
- Demonstrated capacity to prepare correspondence, technical drawings and graphic presentations.
- Clear and concise written and verbal communication and negotiation skills and an ability to relate to all levels of staff within the organisation and the community.
- Ability to work effectively, either independently or within a team, displaying appropriate judgment, flexibility, accuracy, organisational awareness, problem solving and decision making skills.
- Demonstrated ability to undertake landscape design projects maintaining a high level of design quality and integrity throughout the design process.
- Ability to deliver landscape design projects in accordance with the requirements of the Supervisor of Landscape Architecture, Senior Landscape Architect and the expectations of the project brief.
- Demonstrated ability to participate in a design team and liaise with other project stakeholders for the successful delivery of landscape design projects.
- Ability to research and investigate matters in a methodical manner and be able to clearly convey information to others.
- Ability to participate in a changing workplace, both independently and as part of a team.
- Understanding of protocols governing need for privacy, confidentiality and probity.
- Demonstrated organisational and time management skills.