

POSITION DESCRIPTION

SENIOR DESIGN MANAGER

POSITION DETAILS

Date of Position Description	September 2024
Position Title	Senior Design Manager
Position Grade	13
Directorate Business Unit	City Planning & Design Infrastructure Planning & Design
Reports to	Team Leader - Infrastructure Design
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Senior Design Manager is responsible for the design phase of public projects with complex urban design, landscape, environmental and heritage issues. Projects will range from precinct investigations to detailed urban elements and encompass all phases of design.

This role will be responsible for managing design led processes that integrate planning, project management and stakeholder engagement seamlessly to deliver optimum outcomes aligned with Council's Major Priorities and Strategic Objectives. A key challenge is to successfully synthesise diverse requirements of internal and external stakeholders to deliver enduring designs for community infrastructure that exceed expectations.

KEY RESPONSIBILITIES

Role Specific:

- Integrate Council's strategic objectives for urban design, transport, land use planning, economic development, environmental and social outcomes in the delivery of projects.
- Ensure projects comply with the City's policies and practices regarding design, sustainability, heritage, accessibility, material detail and maintenance efficiency.
- Prepare briefs, formulate procurement strategy and undertake procurement of multidisciplinary external consultant teams for investigation and design phase services.
- Manage consultants and contractors to deliver services that achieve technical rigor, design excellence, sustainability, and value for money.
- Administer consultancy contracts, monitor, verify progress and performance, assess variations, and take remedial action when required, including pro-active risk management and resolution of conflict.
- Ensure the design process is coordinated, ordered and with collaborative practices deployed where needed.
- Prepare and develop concepts, plans and studies to inform the formulation of community infrastructure projects and programs that meet community needs.
- Provide accurate and timely specialist advice to the Team Leader, Infrastructure Design.
- Undertake critical design review and advocate on the City's behalf, to influence projects by others, ensure the City's standards and interests are being maintained and quality of construction documentation is competent, coordinated and complete.
- Formulate and lead internal engagement, ensuring effective working relationships with relevant stakeholders to develop project briefs and design solutions that meet client and Council business needs.
- Lead strong and productive community, stakeholder and authority engagement, ensure projects are appropriately communicated, input heard and addressed, and projects comply with statutory requirements.
- Mentor and coach others and actively contribute to knowledge share and collaborative learning opportunities within the Infrastructure Design team.
- Prepare funding applications, and where successful, manage and acquit funding agreements for projects within the workplan.

- Utilise and propose project management processes and tools for project planning, monitoring, and reporting to manage change, risks, issues and deliverables within the project agreed time, cost and quality objectives.
- Simultaneously manage multiple projects, setting and monitoring priorities to meet design milestones in a complex work environment.
- Prepare Reports, Memos, Briefing Notes, and submissions, manage budgets and programs and participate in presentations to the City's committees and external bodies regarding proposals for the City's projects.

Baseline:

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Lead continuous improvement and innovation in practices, optimisation of technology, procedures, and recommendations with the aim of providing better client service in line with the organisation's values.
- Build in performance metrics and mechanisms for early identification of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State authorities and departments.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations, including Safety in Design.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

KNOWLEDGE

Qualifications

- Degree qualifications in landscape architecture, architecture, or a related discipline.

Experience

- 8+ years' experience in design management of significant and complex urban landscape or public domain projects in the public or private sectors, with a proven track record of successfully achieving objectives.
- Demonstrated advanced understanding of:
 - public space form, function and performance that integrates community, heritage, sustainability and environmental issues
 - project delivery process and issues across design and delivery phases
 - project management processes and tools including programming, monitoring and reporting
 - client and stakeholder management
 - relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.

Skills

- Ability to reason conceptually, resolve problems, make decisions, and inspire outcomes.
- Ability to communicate, negotiate, build relationships, and influence others with an engaging approach.
- Well-developed advanced change management leadership within a highly complex stakeholder environment.

Desirable

- Strong familiarity with working within or interfacing with the government sector.
- Post graduate qualifications in Project Management or a related design field such as Urban Design, Heritage, Access or Sustainability are desirable.