POSITION DESCRIPTION

SENIOR PROJECT OFFICER CITY DESIGN

POSITION DETAILS

Date of Position Description	July 2021
Position Title	Senior Project Officer City Design
Position Grade	12
Directorate | Business Unit	City Planning & Design | City Design
Reports to	Team Leader - City Design
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The Senior Project Officer City Design is responsible for providing expert professional urban design and built form advice for a range and breadth of projects aligned with Council's work program and project priorities. This includes the preparation and review of urban design strategies, policies and plans, technical urban design and built form advice for development applications, city significant development, site specific planning proposals, design competition briefs, public domain plans and land use planning policy and controls to deliver major City building initiatives and improvements in line with Council's priorities and strategic objectives and contribute to the achievement of design quality overall. This role will be responsible for managing collaborative, design integrated processes that integrate planning, urban design, architecture and consultation seamlessly to deliver optimum outcomes for Council.

KEY RESPONSIBILITIES

Role Specific:

- Provide high-level strategic and specialised advice and promote design integrity on urban design priorities and emerging issues and opportunities to achieve Council's vision and strategic outcomes.
- Provide urban design and architectural advice to a range of city building initiatives including Planning Proposals, Development Applications, Precinct Plans, Design Excellence Competitions, public domain plans, land use planning policy and other urban design priorities.
- Manage the research and analysis of urban design with synergies to land use and transport planning, economic development, environmental and social trends to inform urban design and strategic plans.
- Manage and lead multi-disciplinary teams comprising of Council staff, consultants, contractors and/or staff from other government agencies to deliver specific outcomes and strategic, complex, diverse and sensitive urban design projects within given timeframes and budgets.
- Lead and encourage positive and constructive collaborations with other business units and Directorates to promote and elevate continuously improving design outcomes.
- Have a thorough understanding of the legislation, regulations and policies associated with urban design and planning.
- Manage projects to achieve tight deadlines in a flexible and complex work environment.
- Plan and implement processes and tools for project planning, monitoring and reporting in order to promote efficient process and continuous improvement, manage change, risks and quality objectives.
- Simultaneously manage multiple projects, set and monitor priorities to meet milestones in a complex and high-volume work environment.

- Prepare briefs and manage quotations, tenders and consultancy contracts for urban design projects.
- Manage strategic, complex, diverse, sensitive programs, projects, committees and multi-disciplinary teams determined by the relevant Manager, Council's Operational Plan and those arising from any relevant resolution, minute report or policy adopted by resolution of the Council.

Baseline

- Committed to outcome-focused solutions and embracing of a collaborative culture and innovative ideas.
- Models respectful behaviours and holds excellent interpersonal skills.
- 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.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- 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.
- 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

- Tertiary qualifications in urban design, architecture and/or landscape architecture.

Experience

- 5+ years' experience in urban design, with a proven track record of successfully achieving objectives.
- Demonstrated experience in large-scale and/or mixed-use urban renewal projects.
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.

Skills

- Ability to understand all components of project, program and portfolio management processes.
- Experience in AutoCAD, Adobe Suite and SketchUp (desirable).
- Exceptional ability to communicate, negotiate, build relationships and influence others with an engaging approach and technique.
- Advanced problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.
- Highly advanced change management leadership within a highly complex stakeholder environment.
- Well-developed commercial skills.