

Position description

Landscape Architect

Summary information

Section	Recreation Planning and Design	Directorate	City Architect and Transformational Design
Position grade	Grade 16	Position type	Permanent, full-time
Skill descriptor	Band 3 Level 3	Direct reports	No
Reports to	Coordinator Recreation Planning and Design	Release limit	\$0
Approval limit	\$25,000	BCC numbers	BCC95, BCC1213, BCC1215, BCC1609 and BCC1610
Created/reviewed	March 2024		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- To carry out community consultation, landscape design and contract management of landscape construction to ensure reserve development projects are delivered in within agreed time frames and budgets
- Act in accordance with the *NSW Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Tertiary qualification in Landscape Architecture or a related field
- Solid work experience in a related field

- Knowledge of applicable legislation/regulations
- Driver's Licence.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Reserve development projects are managed effectively and delivered within specified time frames and budgets
- Landscape designs for reserve improvement works are prepared in accordance with relevant guidelines and standards
- Community consultation is carried out to determine required facilities and community needs for reserve development projects
- Contract documentation is prepared and contracts managed in accordance within council guidelines and relevant legislation
- All activities meet the requirements of council's WHS Management System
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately

- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Project manage assigned reserve development projects.
- Maintain project budgets to ensure works are completed within approval funding.
- Program design and construction works to ensure projects are delivered within assigned time frames.
- Prepare designs for reserve and landscape improvements work.
- Prepare contract documentation and specifications for reserve and landscape improvements work.
- Carry out community consultation for reserve development.
- Prepare tender documentation and manage tender process for landscape development projects.
- Carry out landscape planning projects as required.
- Prepare reports to Council as required.
- Ensure WHS Management System requirements are being adequately implemented and enforced at all times.
- Supervise contractors and consultants as required to ensure timely completion of projects.
- Contract management of landscape construction projects.
- Provide landscape advice to other sections of Council and the community.
- Other duties as required and agreed.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name	<hr/>	
	Signature	<hr/>	Date <hr/>
Supervisor	Name	<hr/>	
	Signature	<hr/>	Date <hr/>