

# Position Description

## POSITION DETAILS

<b>Position Title:</b>	Design Manager (Built Environment)	<b>Position Grade</b>	15
<b>Dept/Directorate:</b>	Project Development / City Works	<b>Position Status / Hours per Week:</b>	Permanent / 35

## PRIMARY PURPOSE OF THE POSITION

The primary purpose of the position is to lead the Design section to deliver designs for capital projects listed in Council's Plan(s) as well as those projects which are created throughout the operational year. This involves endorsement of design drawings and documentation on behalf of the Project Development Department and Council.

The position is also responsible for aligning the section's operations and activities to the departmental business plan and championing the City of Ryde business model so that it is realised by the section, through the application of both cultural management practices and business management disciplines.

In addition to the above, the primary purpose is to:

- Lead survey and development of designs and provide consultancy advice on Council's works program which includes projects relating to, but not limited to, civil infrastructure, open space and recreation, buildings and community facilities and major projects.
- Develop and lead a forward planning design program of capital design projects.
- Critically review briefs/ business cases, or similar, for projects and make recommendations as required. Lead pre-planning and project scoping and costing activities.
- Critically review all designs and supporting documentation to ensure all project and site needs, objectives, risks and issues are appropriately and satisfactorily responded to in the development of the design and that the design meets all relevant standards, codes and legislative (or similar) requirements. Ensure designs are supported by detailed costings and documentation that provides evidence of these considerations and allows for transparency in design decision making.
- Ensure designs consider contemporary design techniques and are cost effective solutions, and if required, recommend alternative options when the design scope exceeds the budget.
- Ensure designs address environmental needs, maintenance requirements and aesthetics. Also, that sustainable products/materials are proposed wherever possible while meeting asset management requirements.
- Ensure final design packages are complete and consistent across all documents.
- Attend design workshops (designed in house or external). Ensure all supporting documentation including costings are prepared for each design developed in house for their respective workshop gate/stage.
- Promote continuous improvement in the delivery of design services, including the promotion of spatial requirements, cultural and heritage genres, and other physical form requirements.
- Contribute to business planning and overall policy direction within the Project Development Department. Implement, action and or deliver items listed in the

Department's Business Plan, designated to the position.

- Oversee, maintain and review project, program and portfolio schedules via an Integrated Master Scheduling tool (IMS) – MS Project. Maintain an up-to-date operational knowledge of projects and programs and ensure that design program reporting requirements are met.
- Manage monthly reporting to ensure designs are tracking to plan regarding cost, time and quality.
- Undertake scheduled and unscheduled on-site inspections of project works and provide guidance to Project Managers and Designers.
- Ensure section procedures and project documentation are regularly reviewed and remain relevant and up-to-date and reflect best practice and/or legislative changes (including WHS).
- Prepare, review and/or endorse reports to a high standard and attend Council meetings, as required.
- Undertake administration duties in a timely manner.
- Anticipate issues and take appropriate mitigation measures prior to the event. Drive roadblocks within agreed timeframes to meet outcomes.
- To undertake tasks and actions as directed by the Manager/Director and consistent with the experience, knowledge and training of the incumbent.
- Build a positive environment that fosters productivity, efficiency, client service and continuous improvement regarding service delivery
- Provide leadership, mentorship and project support to the Project Development Department and wider organisation.
- Meet the Department's Performance Indicators and Targets.

## SELECTION CRITERIA

### Education/Qualifications

- Degree qualifications in civil engineering
- Class C Driver's Licence
- Accreditation as a Chartered Professional Engineer (CPEng) or equivalent

### Essential Experience/Specific Skills

- Proven experience in leading and managing a multi-faceted design office and providing construction advice. Experience in guiding, mentoring, developing and monitoring individual team members whilst building their overall ability.
- Proven ability to endorse design drawings and documentation.
- Proven experience in road and drainage design, flood modelling and water sensitive urban design.
- Proven experience in the design of open space and recreation including landscape and playgrounds.
- High level professional and technical design skills including problem-solving, project costing and budgeting skills.
- Excellent written and verbal communication, negotiation and interpersonal skills, including the ability to liaise with technical and non-technical staff/stakeholders at all levels.
- Expert computer skills and proven experience in MS Project, computer-aided design (CAD), Civil 3D, Drains (stormwater modelling program), HEC RAS and TufLOW.
- Excellent knowledge of legislation, regulations, design standards, and code of practice relating to the design, construction and management of the built environment.
- Knowledge of industrial relations, equal employment opportunity and work health and safety legislation and the capacity to develop a customer focused and ethical culture and an equitable, healthy and safe workplace.

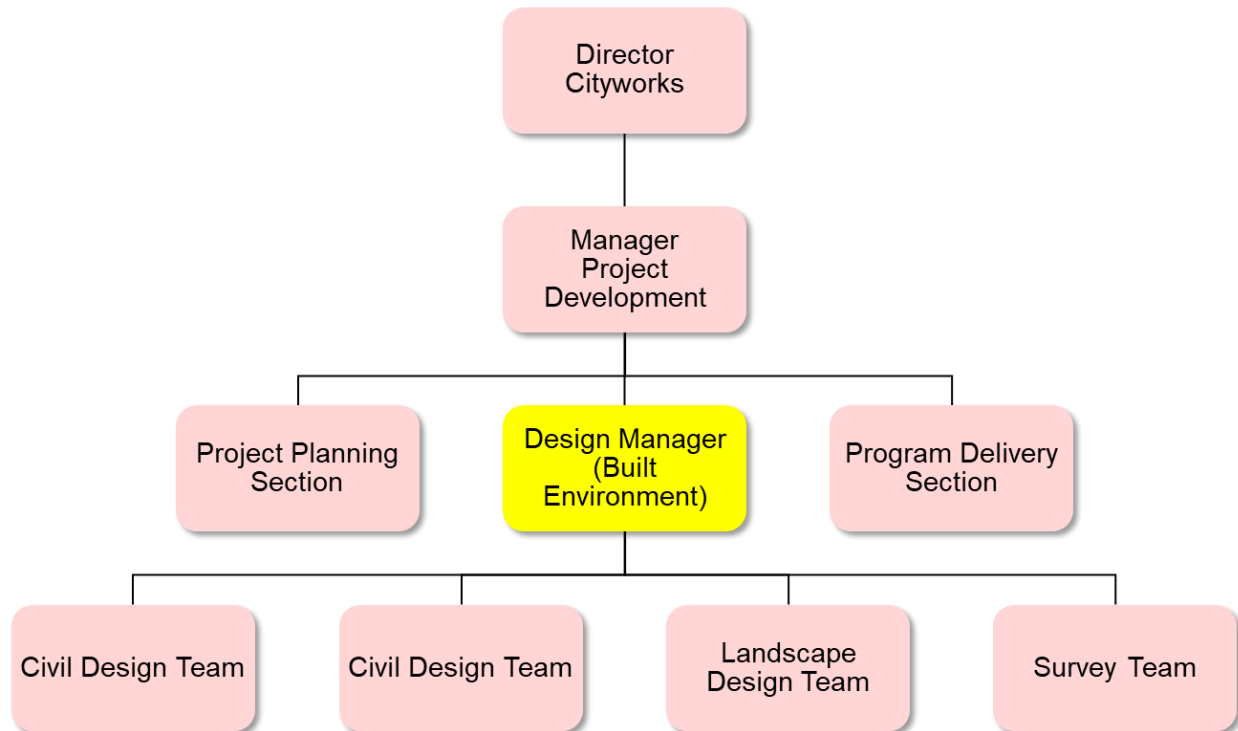
### Essential Personal Attributes

- Ability to lead, motivate and drive outcomes.
- Proven conceptual, analytical and problem solving skills, including the ability to analyse and interpret information from different sources to pro-actively identify issues and risks and formulate strategies to address them.
- Excellent time manager, able to prioritise and meet deadlines.
- Strong self-awareness and resilience.
- Proven and demonstrated commitment to work as part of a team.
- Team building approach.
- Can do, positive and proactive attitude.

### Desirable

- Experience in building services and design.
- Experience in asset management.
- Experience in surveying.
- Experience in street and sports field lighting.
- Experience in structural design.
- Postgraduate qualifications in engineering or equivalent technical background
- Bilingual language skills
- COVID-19 Vaccination

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works Directorate of the organisation.

- Community Halls and meeting rooms facilities delivery management
- Community and Cultural buildings construction / fit out delivery management
- Ryde Community & Sports Centre (ELS Hall) delivery management
- Open space amenity buildings and facilities delivery management (change rooms, toilets, canteens, grand stands, band stands)
- Sportsgrounds delivery management
- Passive Parks & Reserves recreation delivery management
- Natural bushland footpaths and cycleways delivery management
- Public trees delivery management
- Public domain delivery management
- Street and public lighting delivery management (inc smart poles)
- Place delivery management
- Community buildings Library construction / fit out delivery management
- Water quality & reuse delivery management
- Stormwater infrastructure delivery management
- Natural waterways delivery management
- Parking hardware delivery management
- Car Park delivery management
- Corporate buildings delivery management
- Commercial property building delivery management
- Roads, bridges and retaining walls delivery management
- Wharves, jetty's, boat ramps and sea walls delivery management
- Footpaths & cycleways within open space delivery management
- Footpaths & cycleways within road reserves delivery management

## CORPORATE ACCOUNTABILITIES

The statements below indicate the organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
2	To provide timely support and expert / technical advice to the organisation
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
6	To engage with the community in accordance with Council's policies
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
9	To develop and manage budgets

CORPORATE ACCOUNTABILITIES	
10	To achieve best value for money
11	To efficiently manage built assets and resources
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
22	To provide advice to support ET and Council/lors in decision making
23	To build and strengthen strategic partnerships with key stakeholders
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
27	To initiate relevant training in accordance with organisational, service and staff requirements
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
29	To keep abreast of and apply industry wide trends, better practice and innovation
30	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### Safety

We work safely at all times to prevent injuries to ourselves, our team and members of the public

### Teamwork

We work together with respect and support

### Ethics

We are honest, responsible and accountable for our actions

### Professionalism

We deliver effective service to the community with consistent decision-making

**DELEGATIONS**

Please note that this position holds delegations pursuant to section 378 of the Local Government Act.

**DESIGNATED POSITION**

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	