

# Position description

## Senior Landscape Architect

Division:	<b>Liveable Communities</b>
Department:	<b>Community Spaces</b>
Reports to:	<b>Strategy and Projects Manager</b>
Number of direct reports:	<b>4</b>
Location:	<b>Yalawanyi Ganya</b>
Grade:	<b>11</b>
Employment status:	<b>Permanent Full Time</b>
Hours of work:	<b>35</b>
Date approved:	<b>May 2022</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

This position sits within the Community Spaces Department and is responsible for researching and providing technical advice on landscape architectural matters and designs. The role will also work to deliver improvements to Council's open spaces, ensuring programs and projects support the sustainable achievement of Council objectives.

### Key Accountabilities & Duties

- Prepare and manage landscape and urban design concepts, working drawings and estimates.
- Undertake all aspects of project management, including developing project briefs and scopes to ensure the successful completion of recreation & buildings projects.

- Complete documentation relevant to project delivery including (but not limited to) tender and request for quotation documentation, construction documentation and review of Environmental Factors.
- Provide guidance and coaching for team members in the strategy development and delivery of improvements across Council's open spaces network.
- Manage, staff contractors & volunteers to ensure that the works are built in accordance with plans and relevant standards and codes.
- Prepare cost estimates and manage project budgets.
- Review project designs to ensure they are functional, aesthetically pleasing, low maintenance and in accordance with relevant standards and codes.
- Engage and manage consultants to provide specialist advice or documentation for project design or construction.
- Coordinate and implement design for parks, open space and town centre amenity
- Prepare, implement and evaluate strategies, guidelines, reports and planning studies specifically relating to public spaces.
- Prepare relevant Council reports together with appropriate recommendations for consideration by the Council.
- Develop recreation landscape amenity and open space plans.
- Manage community engagement activities.
- Keep up to date with developments, legislation and regulations relevant to the requirements of the position.
- Support and assist other staff in the department, in order to achieve individual, departmental and corporate objectives.
- Contribute to the delivery of organisational outcomes and the Community Spaces Operational Plan.
- Provide a high level of customer service to the community, internal customers and other stakeholders.
- Implement long term strategies and plans for recreation and open assets across multiple teams.
- Manage recreation planning studies and the preparation of master plans for recreation facilities
- Work collaboratively with others to deliver quality outcomes.
- Ensure compliance with relevant legislation and statutory requirements.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Selection Criteria

1. Degree level qualifications in Landscape Architecture or relevant field.

2. Landscape architecture experience with working knowledge of relevant legislation and regulations.
3. Proven experience coaching and mentoring others within a team.
4. Excellent communication and interpersonal skills that include the ability to support and coordinate multi discipline groups, influence stakeholders, resolve conflict, negotiate outcomes and liaise with all levels of Council staff, Government and the community.
5. Well-developed research, analytical, presentation and organisation skills.
6. Proven project management and contract management skills.
7. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence.






## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

## Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b>	<b>Advanced</b>
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	<b>Communicate and Engage</b>	<b>Advanced</b>
	<b>Community and Customer Focus</b>	<b>Adept</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Foundational
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	<b>Manage and Develop People</b>	<b>Advanced</b>
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒