

Melton City Council

Landscape Architect

Position Description

PD: 00107

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Landscape Architect
Directorate	City Futures
Service Unit/ Department	City Design and Strategy
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Team Leader Landscape Architecture
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• All Staff and Councillors
External liaisons	<ul style="list-style-type: none">• Local, State & Commonwealth Government Authorities and Agencies• Community• Consultants and Representatives• Developers and their representatives• Professional Bodies

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **Motivate, Empower, Lead, Trust Open and Nurture** represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Provide high quality landscape architectural input in the preparation, assessment and implementation of both improvements to the existing public realm network by Council and the creation of new public realm assets for Council by the land development industry.
- Ensure that street and park projects across the municipality are prepared to Councils standards and have strong regard for high quality public realm and public space outcomes that contribute to community health and wellbeing.

5. Key responsibility areas

- Prepare landscape plans, strategies and guidelines for minor and major capital works projects undertaken by Council developers to ensure quality outcomes in the public realm that will benefit the municipal community.
- Review landscape drawings, specifications and cost estimates prepared by consultants for land developers and other Council departments. This includes assessment and ultimate approval of landscape plans against the requirements and objectives of Precinct Structure Plans (PSPs), Planning Permits and/or guidelines prepared by the City of Melton.
- Participate in the supervision and review of landscape works being constructed directly for Council or by contractors undertaking works for land Developers that will ultimately be vested in Council.
- Participate in the procurement, assessment and management of external consultants or contractors to assist in the delivery of Council projects.
- Coordinate the handover of open space development to Council, including the addition of asset data into Council's Asset Management system
- Work collaboratively across Council departments on the preparation and development of capital works projects, initiatives, strategies and guidelines.
- Actively advocate, influence and contribute to cross-departmental projects to provide landscape architectural advice and recommendations of public realm and public space improvements across the organisation.

6. Accountability and extent of authority

- Where required participate in a range of landscape projects, strategies and guidelines in a timely manner and within budget.
- Instruct and supervise consultants and contractors as required, undertaking work on behalf of Council to achieve agreed project outcomes and high results.
- Provide specialist advice to other staff, management, Councillors, external providers including landscape architects and developers, and the community on public realm and public space works matters.
- Represent Council on Committee's and public meetings as required.

7. Judgement and decision making

- Participate in the development of cross organisational projects regarding the development of public space and public realm projects, strategies, policies and guidelines.
- Make decisions within the framework of approved Council policies, procedures, plans, guidelines and strategies.
- Exercise initiative and judgement in the provision of technical advice on policies and standards in relation to landscape projects and in responding to inquiries from consultants, contractors and the community with guidance and advice usually available.

8. Specialist skills and knowledge

- Knowledge and experience in all facets and requirements of the planning, preparation and delivery of site analysis, landscape design, development, documentation, construction and supervision.
- Understanding of issues associated with development in growth area Councils including the social, environmental and economic principles that contribute to the creation of sustainable communities in both an urban and rural context.
- Demonstrated understanding of funding opportunities including seeking external funding support and management of reporting and acquittals.
- Experience in the use of a range of applications including word processing, data/asset management systems and Geographic Information Systems (GIS).
- Understanding of and experience in application of relevant regulations, codes of practice, guidelines and Australian standards.
- Proficiency with Microsoft office- software (Word, Excel and PowerPoint) and proficiency with computer design software (AutoCAD, SketchUp, Illustrator, InDesign and Photoshop).

9. Management skills

- Experience in leading and preparing project briefs, plans and timeframes with high quality outputs.
- Develop and manage externally delivered projects including relationships with various internal teams across the organisation, consultants, contractors, community and other authorities.
- Develop innovative solutions whilst considering a broad range of internal and external factors.
- Project management skills including task and time management, setting priorities, planning and managing workloads to complete projects within prescribed timeframes, on budget and with limited supervision.
- Promote, advocate and support OH&S work practices and minimise safety risks to the council, including practices undertaken by consultants and contractors.

10. Interpersonal skills

- Prepare, develop and present on a variety of public space related subjects as required, clearly and concisely, to a range of audiences including professionals and the general public.
- Work collaboratively in multidisciplinary teams across Council and externally.

- Ability to gain cooperation and assistance from Council staff, government agencies and external stakeholders to develop effective and productive working relationships and achieve positive organisational outcomes.
- Proficient in constructive discussions with project proponents or contractors where the result may not be to the benefit of the proponent or contractor.
- Identify and utilise opportunities and be innovative in developing new concepts.
- Liaison with internal and external stakeholders and community members regarding public space and public realm projects, the development of strategies, policies and guidelines.
- Assist in conducting Community meetings and forums with the ability to deal with difficult situations and present a positive Council image.
- Well-developed written, verbal and graphical communication skills, with the ability to prepare, develop, present on a variety of subjects as required, clearly and concisely for a range of audiences.

11. Qualifications and experience

- Tertiary qualification in Landscape Architecture or related discipline with relevant experience.
- Demonstrated experience in all facets and requirements of site analysis, landscape design, development, documentation, construction and supervision.
- Experience in the coordination of projects and the engagement and supervision of consultants and contractors.
- Demonstrated experience in undertaking community consultation on a range of projects.
- A current valid Victorian Drivers Licence.

12. Key Selection Criteria

1. Tertiary qualification in Landscape Architecture or related discipline with relevant experience.
2. Demonstrated experience in all facets and requirements of the preparation and delivery of site analysis, landscape design, development, documentation, construction and supervision.
3. Demonstrated project management skills including task and time management setting priorities, planning and managing workloads to complete projects within prescribed timeframes and on budget.
4. Demonstrated ability to deal with difficult situations, negotiate outcomes and present a positive Council image.
5. Demonstrated understanding of the principles of parks and open space planning and development and an appreciation of the long-term needs of growth area communities.
6. Proficiency with Microsoft office- software (Word, Excel and PowerPoint) and proficiency with computer design software (AutoCAD, SketchUp, Illustrator, InDesign and Photoshop).

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager City Design &
Strategy

May 2023

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

