**POSITION DESCRIPTION**



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| **POSITION TITLE:**  | Principal Urban Designer |
| **POSITION NO:**  | TBC |
| **CLASSIFICATION:**  | Band 7 |
| **AWARD / LWAA:** | Moreland City Council Enterprise Agreement 2015 |
| **DEPARTMENT:**  | City Futures |
| **BRANCH:** | City Strategy & Design |
| **WORK UNIT:** | Urban Design |
| **REPORTS TO:**  | Unit Manager Urban Design |
| **SUPERVISES:** | Nil |
| **PREPARED BY:** | Unit Manager Urban Design |
| **APPROVED BY:** | Director City Futures |



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

1. **POSITION OBJECTIVES:**

To contribute to the high quality, sustainable design and revitalisation of better places in Moreland by developing, monitoring, implementing and reviewing a broad range of urban design projects (capital and operating) and other duties as directed by Unit Manager Urban Design including:

* Urban design for Moreland’s Place Management Programs, Structure Plans, Activity Centres, shopping strips and other places;
* Prepare and implement and review plans, policies, strategies, technical guidelines, frameworks, site analysis and development feasibility studies;
* Provision of urban design referral advice;
* Preparation of graphical information; and
* Project managing public realm improvements.

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| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

**KEY RESPONSIBILITY AREAS:**

* Manage, implement, monitor and review urban design projects ensuring expected outcomes, budget and timeframes are met. This may require managing external consultants and preparing contracts, service agreements, grant applications and funding arrangements. Projects include the delivery of urban design frameworks, plans, policies, strategies and technical guidelines as relevant.
* Ensure that the required community outcomes as expressed in Council’s key strategic documents such as Structure Plans and in community consultation are embedded in this work.
* Take responsibility for and maximise staff and stakeholder involvement in all projects from scoping, through to development and implementation.
* Provide effective leadership of project teams and work collaboratively with Council staff for the development and implementation of projects and initiatives.
* Contribute to the development of program management plans and timelines.
* Provide urban design expertise and advice to other branches of Council.
* Seeking and procuring external funding for capital and operating projects as appropriate.
	+ Provide leadership and mentoring to Band 6 and Band 5 staff in the Unit. This may include formal and informal mentoring, providing day-to-day advice, assisting with projects and acting in higher duties where the opportunity arises.
* Participate in Corporate and Branch initiatives as require eg Council Plan, budgeting, corporate training, etc.
* The position will involve some work out of normal hours including consultative meetings, Councillor briefings, council meetings, management workshops and training as required.

**Continuous Improvement**

* Implement and maintain Continuous Improvement System standards and procedures.

Environmental Sustainability

* Incorporate Council’s environmental sustainability objectives and targets into projects and programs.
* Promote and participate in a culture of environmental sustainability.

**Occupational Health & Safety**

* Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
* Demonstrate effective leadership on OHS matters

Diversity & Equity

* Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

**Other duties**

* Required to undertake other duties as directed.

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1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Unit Manager Urban Design

**Supervises:** Consultants and potentially junior project officers.

**Internal Liaison:** All staff within the City Futures Directorate. All relevant staff across the organisation including cross-departmental teams and multidisciplinary project working groups.

**External Liaison:** Businesses, investors, developers and their design and planning consultants, residents and cultural groups. Service agencies, contractors, suppliers and other non-government agencies. State and Federal government departments.

#### JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**
* Responsible for managing and implementing projects, plans, policies and strategies, which further urban design objectives for Moreland, including project managing complex urban design projects (capital and operating).
* Responsible for leading teams associated with projects being project managed by this position.
* Support the Unit Manager Urban Design in the delivery of an integrated place management approach.
* Responsible for ensuring that appropriate action is taken to ensure compliance with relevant legislation.
* Ensure timely and relevant provision of information to the Unit Manager Urban Design, Place Managers and others as required.
* Prepare plans, reports, strategies, technical guidelines, and submissions as required
* Provide assistance and input into policy development
* Prepare consultant briefs and manage specific consultancies as required.
* Represent Council in dealings with key stakeholders to advance Council’s Place Management program.
* Deliver presentations within Council and to the community and professional forums as required.
* Assist with the day to day management of the Urban Design team.
* Accountable for providing guidance and advice to less experienced urban design staff where appropriate.
1. **JUDGEMENT AND DECISION MAKING:**
* To operate with a level of autonomy, receiving limited direction in general day-to-day work, seeking direction from Unit Manager &/or Branch Manager on matters requiring Manager, Director or Council approval/direction.
* Ability to apply discretion in decision making to ensure effective delivery of outputs.
* Provide high level analysis and recommendations to the Unit Manager Urban Design and others.
* Develop creative and innovative approaches to problem-solving and generate options for the achievement of Council’s Place Management program objectives and outcomes.
* Provide urban design information, advice and recommendations to Council officers and stakeholders.
* Provide urban design advice on strategic and statutory planning matters as appropriate.
* Understand the political sensitivities of projects and decisions made.
1. **SPECIALIST KNOWLEDGE AND SKILLS:**
* Highly developed urban design skills.
* High degree of understanding of current urban design principles and practices.
* Highly developed conceptual, problem solving and analytical skills.
* Highly developed CAD skills. Experience with CAD programs such as VectorWorks and AutoCAD.
* Experience with graphic design programs such as Photoshop, Illustrator and InDesign.
* A sound understanding of project management.
* Project budget preparation and monitoring skills.
1. **MANAGEMENT SKILLS:**
* Demonstrated project management skills including project development and implementation, team planning and resource management ensuring delivery of outcomes within budget and agreed timeframes.
* Ability to manage projects involving complex planning, design, legislative and ownership issues.
* Ability to think strategically and develop innovative solutions.
* Ability to prioritise tasks and work to deadlines.
* Ability to work independently as well as in multi-disciplinary teams.
* Ability to manage sensitive matters discreetly and tactfully.
* Ability to lead project teams.
1. **INTERPERSONAL SKILLS:**
* Excellent communication (written and verbal) and interpersonal skills with the ability to liaise with a variety of internal and external contacts, including the capacity to deal with and resolve conflict.
* Well developed organisational and project management skills.
* Ability to build and maintain effective relationships, based on integrity, with other Council departments, professional bodies and all external stakeholders.
* Ability to work closely and collaboratively across an organisation and with a variety of stakeholders to produce outcomes that are consistent with corporate goals.
* Strong negotiation, facilitation and influencing skills.
1. **QUALIFICATIONS AND EXPERIENCE:**
* A minimum 5 years experience in practice as an urban designer.
* A tertiary qualification in urban design, architecture, landscape architecture or a related field.
* Direct experience in urban regeneration, urban renewal and public realm / streetscape improvement projects will be highly regarded.
* Qualifications and/or demonstrated experience in Project Management is essential.
* Qualifications and/or experience in mentoring/leadership is desirable.
* Experience in Local Government or other levels of government is desirable.
1. **PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK** **ANALYSIS**

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| --- | --- | --- | --- | --- |
| **Condition/Activity** | Constant | Frequent | **Occasional** | **N/A** |
|  |  |  |  |  |
| Manual handling weights -above 10kgs -below 10kgs | ( )( ) | ( )( ) | (✓)(✓) | ( )( ) |
| Manual handling frequency | ( ) | ( ) | (✓) | ( ) |
| Repetitive manual work | ( ) | ( ) | ( ) | (✓) |
| Repetitive bending/twisting | ( ) | ( ) | ( ) | (✓) |
| Working with arms above head | ( ) | ( ) | ( ) | (✓) |
| Lifting above shoulder height | ( ) | ( ) | ( ) | (✓) |
| Using hand tools – vibration/powered | ( ) | ( ) | ( ) | (✓) |
| Operating precision machinery | ( ) | ( ) | ( ) | (✓) |
| Close inspection work | ( ) | ( ) | ( ) | (✓) |
| Wearing hearing protection | ( ) | ( ) | ( ) | (✓) |
| Wearing eye protection | ( ) | ( ) | ( ) | (✓) |
| Working in dusty conditions | ( ) | ( ) | ( ) | (✓) |
| Working in wet/slippery conditions | ( ) | ( ) | ( ) | (✓) |
| Wearing Gumboots | ( ) | ( ) | ( ) | (✓) |
| Wearing safety shoes/boots (steel cap) | ( ) | ( ) | ( ) | (✓) |
| Working with chemicals/solvents/detergents | ( ) | ( ) | ( ) | (✓) |
| Washing hands with soap (hygiene) | ( ) | ( ) | ( ) | (✓) |
| Working at heights | ( ) | ( ) | ( ) | (✓) |
| Working in confined spaces | ( ) | ( ) | ( ) | (✓) |
| Working in chillers (+4 degrees C) | ( ) | ( ) | ( ) | (✓) |
| Performing clerical duties | ( ) | (✓) | ( ) | ( ) |
| Working on a keyboard | (✓) | ( ) | ( ) | ( ) |
| Driving cars and/or trucks | ( ) | ( ) | (✓) | ( ) |
| Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) |  ( ) |

1. **KEY SELECTION CRITERIA**
* Relevant tertiary qualification in urban design, architecture or related field.
* Relevant experience in the field of urban design or architecture including demonstrated ability in the delivery of integrated outcomes. Qualifications and/or demonstrated experience in Project Management is essential
* A sound understanding of Place Management and urban regeneration.
* Sound networking skills and ability to gain cooperation from and motivate a range of stakeholders
* A commitment to supporting an integrated team approach across an organisation.
* Ability to think conceptually, creatively and strategically in order to plan for integrated high quality land use, development and design outcomes.
* Ability to be creative in seeking solutions to complex problems and recommend / determine appropriate courses of action.
* Previous Local Government experience is desirable.

**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

######  Date / /

**(Staff member’s signature)**

 **Date / /**

**(Supervisor/Manager’s signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**