

# Role Description



**Position Title** Landscape and Open Space Designer

**Position Number** IFM165

## Purpose of Role

Responsible for a range of complex tasks including the provision of fit-for-purpose landscape design and completion of open space investigations, including planning studies and preparation of design documents.

## Specific Responsibilities

- Undertake landscape planning studies, including preparation of briefs, site planning options analysis and preliminary cost estimates, for a range of open space development projects.
- Design and develop master plans, detailed concept plans, visualisations, planning reports, and provisional cost estimates for open space and landscape projects.
- Prepare detailed design and construction drawings including detailed cost estimates, landscape details, schedule of finishes and specifications for a range of open space improvements.
- Prepare and analyse design briefs, 'expression of interest' documents and fee proposals and manage works undertaken by external consultants, including the technical assessment of consultant designs, cost estimates, specifications and time performance.
- Facilitate stakeholder consultation, research and analysis for a range of open space infrastructure matters, including attendance in community meetings and workshops.
- Monitor and report on landscape projects in relation to quality, compliance with briefs and progress against plan and budget and maintain effective consultation with project stakeholders.

## Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Highly developed computer literacy in the use of CAD, Photoshop, Microsoft Office suite of programs and council's software programs.
- Highly developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

## Academic, Trade Qualifications and other Licences – essential

- Degree in design (landscape architecture) recognised by Australian Institute of Landscape Architects.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

## Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

