

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Buildings and Facilities Design Coordinator

Division	Infrastructure Planning	Department	Buildings and Facilities Planning
Reports To	Manager Buildings and Facilities Planning	Direct Reports	Yes - 3 FTE's

Position Purpose

This position will provide collaborative leadership and expert design services and advice to support the delivery of architectural and design strategies for council's buildings and facilities projects. The role will lead the integration of sustainability and environmental initiatives through the built environment using industry leading technology and innovation initiatives. The position will work with council's departments, managing and shaping the delivery of architectural advice and design integration into council decision making.

Key Responsibilities and Outcomes

Operational

As a senior leader and Buildings and Facilities Design Coordinator you will:

- Provide high-level design analysis, critique, and advice relating to the delivery and growth of council's buildings and facilities across the region to establish and support good and innovative design outcomes.
- Lead solutions that embrace best-practice approaches in building design and architectural built forms which will lead to implementation of innovative and cost-effective performance-based outcomes.
- Lead and develop input into design best practices and resources including reviewing and preparing delivery plans and supporting technical documents to facilitate fast track project developments.
- Achieve project deadlines and complete assigned tasks to the required standards and within budget, given the need to simultaneously coordinate and deliver multiple projects which are often complex and interconnected.
- Develop and implement design standardisation in providing design outcomes that support a fit for purpose, cost effective, code compliant place-based approach including but not limited to: digital design tools and processes, design governance frameworks, guidelines, procedures, and systems.
- Lead and manage a team responsible for the building design and building compliance of Council's portfolio of buildings and facilities assets to ensure council owned and operated land and assets are designed in an integrated, compliant and effective manner.
- Provide input into the development of annual, 10-year and 30-year asset management and capital plans, and departmental operational budget to achieve required strategic and business requirements.
- Develop team capability and drive a high performance, continuous improvement and customer focussed team culture.
- Initiate and manage work performed by external contractors and consultants, where projects require use of external expertise, to achieve project objectives
- Participate in council's project and program activities to ensure strategic identification and integration of architectural and design opportunities.
- Build high level relationships with internal and external stakeholders including engagement with elected members and diverse community stakeholders to ensure agreed service standards and delivery outcomes are achieved.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Decision Making

Budget - 1. \$2M Assigned operational budget; 2. \$30M Assigned capital budget

Delegations - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Substantial experience providing strategic leadership across a range of circumstances in policy, practice, education, and research, drawing upon innovative and cohesive architectural building design, precinct and urban planning and other design practices locally and nationally
- Substantial knowledge and hands-on experience in Building Information Modelling (BIM), 3D Revit, AutoCAD and other relevant architectural software programmes, Virtual Reality (VR), Photoshop and Luminar and other user interfaces.
- Substantial experience in effective time management, setting work priorities, and keeping appropriate work records.
- Substantial experience in leading and managing a team of specialists and technical officers to drive high performance outcomes.
- Demonstrated high level of autonomy and is accountable for the delivery of work assignments and projects on time, within budget and to expectations in terms of quality, deliverables, and outcomes.
- Demonstrated high level interpersonal, persuasive and negotiation skills and demonstrated commitment to building and maintaining close professional relationships with a diverse range of internal and external stakeholders.
- Substantial knowledge of local, state and federal government legislation, structure and processes in a political environment.

Qualifications

- Degree in architecture, urban design and/or other relevant discipline or equivalent experience.
- Current Class C driver's licence.
- General Induction Licence (White Card).
- Professional body membership or accreditation is highly regarded.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.