

Building Design & Accommodation Officer

Position Description

Directorate	Infrastructure Planning	Department	Building and Facilities Planning
Reports To	Building Works Planning Team Leader	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 5

Position Purpose

This position will provide planning, coordination and implementation of staff workstation accommodation across Council, preparing concept building layouts and designs aligned to Council's capital development program and in compliance with Australian Standards and building codes.

Key Responsibilities and Outcomes

As a Building Design & Accommodation Officer and member of the Building and Facilities Planning Department you will:

- Prepare architectural designs and office lay out designs to develop and implement cost effective conceptual plans for new and existing Council facilities, providing specialist advice aligned to modern agile design office solutions.
- Build strong relationships with key internal and external stakeholders to determine, plan, and manage short- and long-term accommodation needs across Council
- Engage with the Project Management Department to assist with long term accommodation proposals and liaise with key managers and staff to evaluate and recommend the most appropriate solutions to meet Council's accommodation needs over 10 - 20-year time horizons.
- Assist with the design of council building projects, including scoping, schedule of finishes, briefing, reviewing of drawings and answering of `Request for Information`s.
- Develop and implement MBRC technical standards, policies and guidelines for buildings and facilities by reviewing needs of Council and Council departments, Australian Standards and industry product range.
- Resolve technical and non-technical issues as they arise and consult with management and/or contractors and consultants.
- Provide timely communication of progress and maintain technical and administrative control for building design and planning engagements.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	<\$ or N/A>
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Sound investigative, analytical, design and research skills, including proficiency in the use of a range of software applications used to record, manipulate and present data including proficiency in the use of AutoCAD, Photoshop and Microsoft Office suite of software.
- Sound knowledge and experience in accommodation planning, analysis and coordination of change programs to facilitate staff movements and changes to workspace layouts, functions and locations
- Demonstrated people and relationship skills with demonstrated ability to work in a team environment communicating and interacting effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.
- Experience providing architectural and building advice on project related matters, and the ability to clearly communicate intended designs and applications for buildings.
- Knowledge and applied understanding of architectural and engineering principles and practises including National Construction Code requirements.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadline

Qualifications

- Bachelor of Architecture or relevant tertiary qualification.
- General Induction Licence (White Card)
- Current "C" Class Driver's Licence.

Note: 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 team members to perform other duties at their discretion.