

The Position Description

Position Title:	Team Leader Landscape Design
Position Number:	TBA
Department:	Infrastructure Planning
Reports To:	Parks and Recreation Planning Manager
Supervises:	2 x Landscape and Open Space Designer

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The position will be located within Council's Parks and Recreation Planning Department, part of the wider Infrastructure Planning Directorate. The team is responsible for the planning and design of Council's open space estate. The landscape design team is responsible for planning and design of, natural areas landscapes and urban parks from local to regional scale. The team also provides detailed design support to the Urban Design, Sports and Recreation and technical services teams within the department and Engineering design teams within the wider Infrastructure Planning Directorate.

Position Purpose

Specific Accountabilities

Description
Leadership and Planning
Provide leadership, motivation and guidance to the park and recreation landscape designers to build capability and expertise within the team, achieve organizational outcomes and ensure work is carried out in a professional manner.
Organising and Operating
Prepare and implement multi-year landscape design and investigation programs to facilitate the delivery of open space and recreation infrastructure which form part of Council's operational and capital works framework.
Prepare and report on feasibility investigations, oversee network gap analysis and production of site-specific master plans, concepts and visualisations, including preparation of briefs and preliminary cost estimates, for a range of open space development projects
Oversee the preparation of complex design and construction drawings including detailed cost estimates, landscape details, schedules of finishes and specifications for delivery of a range of open space improvement projects to ensure they are delivered in line with scope, timing and budget
Prepare design briefs, engage and manage works undertaken by external consultants, including the technical assessment of consultant's designs, cost estimates, specifications and time performance
Assist other discipline areas within the Infrastructure Planning Directorate with the provision of general landscape design advice and the preparation of project specific detailed landscape designs and specifications.
Actively promote design innovation to enable implementation of park and open space infrastructure that improves service delivery and utilisation of Council's open space network.

Workforce Capability
Contribute to recruitment, induction, training and performance management of staff within the team.
Ensure that all staff are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites relevant to your team are well understood by staff.
Deal with discipline issues and/or staffing complaints quickly and impartially, referring them to senior management as appropriate.
Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence effectively address any staffing issues, communicating regularly with the teams and building commitment to service performance improvement.
Stakeholder Relations
Facilitate project-based community and key stakeholder consultation, research and analysis for a range of open space infrastructure projects, including leading external stakeholder and community meetings and workshops
Engage with internal and external government and non-government stakeholders to assist with planning and design of contemporary open space outcomes for existing and future parks.
Represent the department at industry forums, conferences and seminars to maintain professional knowledge including preparation and presentation of project outcomes.

OUR CORE VALUES



RESPECT

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated



SERVICE

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community



INTEGRITY

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



TEAMWORK

- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



SUSTAINABILITY

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



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.

Position Dimensions

Staff Resources: 2 FTE, 1 Student
 Section or program budget: Nil

Decision Making Authority

Policy: Interprets and applies policies

Staffing: Mentor and develop staff; operate within a framework of performance management systems and work with the department Manager and People, Culture and Safety to deal with any escalated industrial/discipline or safety issues.

Knowledge, Experience, Qualifications and Attributes

- Degree in Design (Landscape Architecture) including eligibility for membership of the Australian Institute of Landscape Architects.
- Current C class driver's licence.
- A minimum of 7 years practice undertaking landscape planning, feasibility and site assessment, park design and landscape documentation including delivery of Local Government projects with recent experience in a leadership role.
- 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.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- 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.
- Experience in dealing with elected officials and diverse community stakeholders in the delivery of planning, investigation and landscape design projects.
- Experience in network analysis and the delivery of contemporary park and open space planning and design outcomes.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____