



## POSITION DESCRIPTION

|                               |                                                      |                                              |    |                                         |    |
|-------------------------------|------------------------------------------------------|----------------------------------------------|----|-----------------------------------------|----|
| <b>POSITION TITLE:</b>        | Landscape Architect – Streetscapes and Design        |                                              |    |                                         |    |
| <b>POSITION NO:</b>           | TBA                                                  | <b>CLASSIFICATION:</b>                       | 6  |                                         |    |
| <b>DIVISION:</b>              | Planning and Place Making                            |                                              |    |                                         |    |
| <b>BRANCH:</b>                | City Strategy                                        |                                              |    |                                         |    |
| <b>UNIT:</b>                  | Urban Design                                         |                                              |    |                                         |    |
| <b>REPORTS TO:</b>            | Senior Landscape Architect – Streetscapes and Design |                                              |    |                                         |    |
| <b>POLICE CHECK REQUIRED:</b> | YES                                                  | <b>WORKING WITH CHILDREN CHECK REQUIRED:</b> | NO | <b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b> | NO |

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

The Landscape Architect – Streetscapes and Design is responsible for design solutions, standards, documentation, and project management and delivery of actions contained in the Urban Forest Strategy relating to the street tree planting program. They will have a good understanding of how tree planting projects relate to the urban context of Melbourne and specifically street functionality.

In conjunction with the Senior Landscape Architect - Streetscapes and Design, they will develop and implement strategic direction, policies and street tree planting designs for the Urban Design Unit and provide all documentation and outputs.

The incumbent will also be involved in managing broader landscape and design projects in Yarra's public realm and open spaces and contribute across the organisations with landscape guidance and critique.

The position is required to undertake extensive consultation and negotiate with residents and affected groups while maintaining a responsive and professional relationship with a range of relevant internal clients, developers, service providers, contractors and the broader community.

## **ORGANISATIONAL CONTEXT**

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Urban Design Unit includes a team of landscape architects, architect, urban designers and engagement advisor. The Unit provides advice and undertakes design projects for key public and open spaces and streets in the municipality for residents, workers and visitors to the City. The Unit is a part of the City Strategy Branch which delivers a broad range of open space, urban design, strategic planning and economic development services to the community.

The Unit's activities are wide ranging and require a high level of cooperation with other parts of the organisation to meet the needs and aspirations of the community and elected representatives.

Responsibilities include:

- Provision of urban design services
- Delivery of urban design capital works projects
- Community consultation and engagement
- Provision of urban design referral advice on large developments
- Implementation of the Urban Forest Strategy
- Liaison with internal stakeholders regarding urban design requirements on capital works projects.

## **ORGANISATIONAL RELATIONSHIP**

**Position reports to:** Senior Landscape Architect – Streetscapes and Design

**Internal Relationships:** The position liaises with staff at all levels within the Organisation including the Director Planning and Place Making, Manager City Strategy, Council Arborists, members of the City Strategy team; other Council staff as required.

**External Relationships:** The incumbent will be required to communicate with a range of external organisations, contractors and community members in the course of delivering services.

## **KEY RESPONSIBILITY AREAS AND DUTIES**

### **Project development and delivery**

- Assist in managing the implementation of the Urban Forest Strategy particularly in relation to street tree planting.
- Design high quality landscapes (streetscapes, public realm and open space) for the City and/or manage consultants undertaking this work as required.
- Resolve complex design issues as they arise considering function, design and costs.
- Project manage tree planting landscape construction deliverables.
- Coordinate community consultation for streetscape and other projects.
- Prepare and/or manage the preparation of documentation (designs, tenders and specifications) and negotiate variations for streetscape, urban design and open space projects.
- Provide specific assistance to Urban Design team members where appropriate.
- Comply with EEO, OH&S and Access for All Abilities legislation and requirements.
- Foster a strong working relationship with the Council's arboricultural team

### **Planning and Policy**

- Assist in the development of City of Yarra strategic directions and policies to ensure the provision of high-quality streetscapes for the community.
- Liaise with Government agencies on urban design projects of strategic importance.
- Contribute to the preparation and development of business plans, strategic plans and policies for the unit.
- Assist in the development of urban design frameworks and urban design policy for key development sites and precincts.
- Provide a high standard of written and verbal urban design advice on Structure Plans, Urban Design Frameworks, Streetscape Master Plans, Planning Applications.

### **Administration and Customer Service**

- Draft reports for Council meetings and briefings.
- Assist in the preparation of project budgets and business cases for the Unit.
- Provide expert and accurate advice to the community when requested.
- Draft correspondence as required.
- Provide support for the customer service activities of the Unit.
- Prepare communications content that is consistent with Council's community consultation and engagement strategy.
- Respond to routine enquiries on all areas of the unit's business.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

### **Accountability**

The incumbent is accountable for the effective management and completion of assigned projects; for acting as an effective team member on assigned projects; for adherence to project timetables and budgets; for effectively representing the Urban Design team at Branch, Council and on external bodies; and for advising the Coordinators, Branch Manager and Divisional Director on matters likely to impact on the management of projects and the work of the team and the Branch.

The incumbent is also accountable for advising the Branch Manager and Divisional Director on any professional issues in which the incumbent has knowledge or skills.

### **Extent of Authority**

The position has authority to make decisions on all routine day to day matters within the areas of their professional qualifications and expertise however the incumbent is required to liaise with the Senior Landscape Architect – Streetscapes and Design and Senior Coordinator Design and Place Making in regard to decisions of a non-routine or politically sensitive nature or that will have a major impact on projects and the overall functioning of the Urban Design Unit.

The position has a formal input into policy development within their area of expertise.

### **Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the *Child, Wellbeing and Safety Act 2005* and have robust policies and procedures in order to meet this commitment.

### **Sustainability**

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

### **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect
  - Courage

### **JUDGEMENT AND DECISION MAKING**

- The position requires decision making within the areas of street tree planting, landscape and public realm design and construction with satisfactory resolution of issues from a design, functionality and maintenance perspective.
- The Landscape Architect – Streetscapes and Design is expected to exercise judgement and adaptability, to evaluate and decide upon appropriate methods, procedures and techniques to solve service planning problems, both technical and administrative.
- Guidance and advice is usually available.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Digital and visual graphics, computer-based 3D modelling, GIS and relevant computer software.
- Ability to prepare project documentation.

- Ability to estimate project costs.
- Ability to creatively identify solutions to new problems and opportunities.
- Well developed project management skills to manage strategic and public domain projects effectively, within budget and in a timely manner.

### **MANAGEMENT SKILLS**

- Ability to plan, prioritise and organise work within a set timetable and in an environment of change and conflicting demands.
- Well-developed analytical, conceptual and problem-solving skills with an emphasis on creativity.
- Represent Council and provide input on behalf of Council in steering groups and project teams within state government and other local government agencies.

### **INTERPERSONAL SKILLS**

- Ability to consult with and gain co-operation and assistance from a range of people including staff, residents and ratepayers, community groups, statutory and government personnel.
- Ability to work in an integrated team approach.
- Highly developed oral and written communications skills.
- Ability to work in a multi-disciplinary team environment.

### **QUALIFICATIONS AND EXPERIENCE**

- Recognised tertiary qualification in Landscape Architecture or related discipline with some experience in streetscape and landscape projects or lesser formal qualifications with substantial experience.
- Several years experience in project management and planning.
- Ability to maintain effective liaison with the community and interest groups, and the ability to prepare project briefs and ensure high quality output both on budget and within time.

### **KEY SELECTION CRITERIA**

- Demonstrated skills in the design and delivery of high-quality streetscape and landscapes design and documentation (streetscapes, public realm and open space).
- Knowledge of tree species and appropriate selection.
- A demonstrated high level of competency in using digital and visual graphics, computer-based 3D modelling, GIS and relevant computer software.
- Previous experience in project management and ability to deliver high quality outputs on budget and within specified timeframes.
- Excellent report writing, organisation and communication skills.