

## Position description

### Planning and Design Officer

<b>Department/Unit</b>	Planning
<b>Faculty/Division</b>	Buildings and Property
<b>Classification</b>	HEW Level 7
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	9 September 2016

#### Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The position is located within Buildings and Property Division. We provide facility management and support services for the teaching, research and business functions of the University.

Planning considers the long-term appearance and development programs for the various campuses of the University, in accordance with campus masterplans. We are also responsible for the management and forward projection of space needs across the University.

**Campus Design, Quality and Planning (CDQP)** is a multidisciplinary team of skilled professionals in urban design, architecture, landscape architecture, wayfinding, retail and interiors. The team is responsible for ensuring Monash's campuses develop in a considered and curated manner to effect high quality, robust and integrated design outcomes that are aligned with the 20-year Monash Masterplan vision.

The team is responsible for the procurement and update of campus masterplans and undertakes the development of project design briefs, and related University policies, plans and procedures to embed the Masterplan philosophy in the work of the Division. We oversee the design of all public realm-impacting projects including key building, landscape, planning and public art commissions, and the development of relevant design controls.

#### Position purpose

This Planning and Design Officer proactively engages with colleagues, key stakeholders, and consultants to undertake the briefing and subsequent design review process for new facilities, landscapes and refurbishments within the public realm on Monash University campuses. The position is responsible for providing advice in compliance with established frameworks and policies, documenting projects including project briefs and feasibility studies, undertaking design research including benchmarking to ensure best practice, innovative outcomes, and developing and maintaining appropriate systems and processes to improve the ongoing efficiency and efficacy of the team and Division.

**Reporting line:** The position reports to the Manager, Campus Design, Quality and Planning, who provides broad supervision

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Financial delegation is commensurate with the Financial Delegations Authority Registry. Budget responsibilities are not applicable

## Key responsibilities

1. Provide professional design services throughout all stages of the project life-cycle, with an emphasis on project briefing; to ensure project aspirations, deliverables and requirements are clearly and comprehensively defined, and achievable with respect to project budgets and timeframes
2. Identify, investigate and resolve design issues, providing or consolidating advice as appropriate to ensure designs are curated, logically positioned towards achieving long term outcomes, and responsive to project requirements and constraints
3. Undertake research, devise solutions and engage with management to assist in the provision of specialist subject matter advice, and the resolution of complex planning and design issues
4. Proactively develop and maintain excellent working relationships with a range of clients, colleagues, industry peers and stakeholders; to ensure work approaches are well informed, innovative, and to assist the efficiency and efficacy of operations
5. Provide excellent administrative support and management, to ensure specialist project documentation, such as project requests, briefs, studies, reports and presentations, are logically recorded, analysed, processed and filed, to enable efficient and timely operations
6. Act as a key liaison point and source of advice in relation to design issues, drawing on a thorough knowledge of Divisional policies and procedures and undertaking suitable interactions to maintain stakeholder knowledge, awareness and buy-in of policies and procedures, at necessary stages of the project life-cycle
7. Represent and advocate for the benefits and roles of Campus Design, Quality and Planning across the University and the Division, to ensure high quality design aspirations and outcomes continue to be a focus for the University
8. Assist in the development and delivery of high quality, graphic presentations and reports for Senior Management to enable design innovation and assist Divisional goals
9. Undertake and initiate continuous improvement activities relating to Campus Design, Quality and Planning practices and procedures to achieve the timely completion of Divisional goals
10. Maintain, update and assist the development of new Masterplans and design related procedures, standards and documents to support the long term goals and operations of the Division and University
11. Provide operational and strategic support to the Manager, Campus Design, Quality and Planning (CDQP) and the CDQP team

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - a recognised degree in architecture or landscape architecture with demonstrable understanding of urban design principles, or
  - a relevant degree with subsequent relevant work experience, or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. A demonstrated theoretical understanding of architecture or landscape architecture and urban design
3. Significant experience in customer service with a demonstrated commitment to providing outstanding service and outcomes in a busy environment
4. High-level relationship management skills, with the ability to effectively consult with clients and stakeholders and work effectively and positively in a dynamic team environment
5. Proven ability to self-initiate activities, including acquiring knowledge of policies, procedures and legislation and apply this knowledge in order to analyse, diagnose and solve problems
6. Excellent attention to detail and the ability to provide clear, concise, evidence-based advice
7. Excellent graphic, written and oral communication skills
8. A high level of computer literacy, including proficiency in: Adobe Creative Suite (Indesign, Photoshop, Illustrator); AutoCAD/ArchiCAD; MS Office (Word, Excel, Powerpoint); 3D modeling software such as Rhino; and experience with Google Drive and other online file sharing platforms

9. Demonstrated high-level organisational skills, including the ability to set priorities; manage time and plan work to meet multiple deadlines; work effectively and flexibly under pressure; and provide excellent file management

## Other job-related information

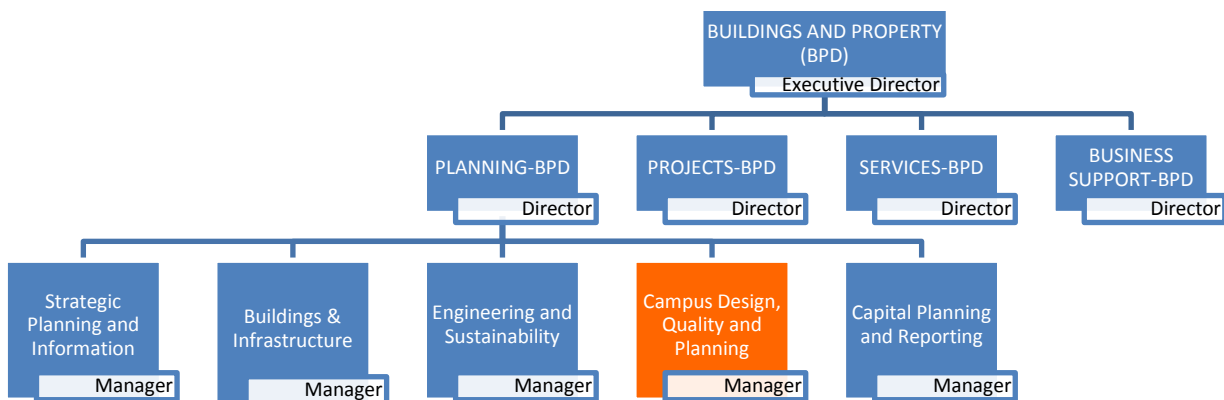
- Travel (e.g. to other campuses of the University) may be required
- There may be peak periods of work during which the taking of leave may be restricted

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

## Organisational chart

The Campus Design, Quality and Planning team sits within Planning – BPD.



The team comprises seven eight positions as follows.

