

Landscape Architect

Position Number: 500468

Directorate: Development and Infrastructure

Department: Engineering and Major Projects

Reports to: Transport and Development Coordinator

Classification: Band 7

Employment Status: Permanent opportunity

Location: **Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: August 2018

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



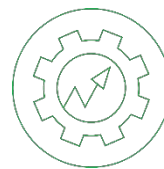
Respect



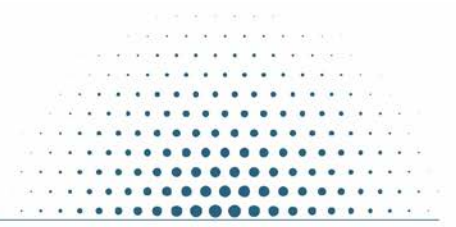
Customer Service
Excellence



Accountability



Continuous
Improvement



Organisational Structure

The Mitchell Shire Council organisational structure is divided into three Directorates being:

- Governance and Corporate Performance
- Development and Infrastructure
- Advocacy and Community Services

The Engineering and Major Projects Department is responsible for ensuring:

- Council's civil and open space infrastructure, public lighting and building assets are planned, designed, built, maintained and renewed in line with industry standards and community expectations;
- New road, drainage, landscaping and open space assets constructed as part of new subdivisional development throughout the Shire comply with all necessary standards and specifications to ensure longevity and serviceability for the community;
- Best practice is applied to manage new projects to ensure cost effective, serviceable assets for the community;
- The operational maintenance of Council's buildings and facilities meets service delivery needs and represents value for money.

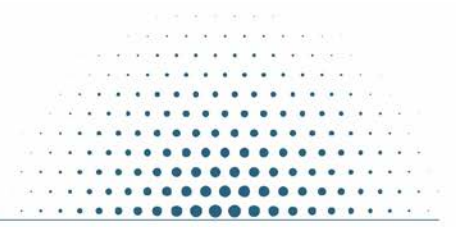
About the Role

Objectives

- > Achieve high quality and highly functional open space and landscape design outcomes that support great liveability and amenity outcomes throughout the Shire.
- > Develop design standards, guidelines and technical notes for open space and landscape design through collaboration and negotiation with internal and external stakeholders.

Key Responsibility Areas

- > Lead the preparation of relevant policies and strategies for open space, streetscape and landscape design outcomes throughout the Shire.
- > Research and develop design standards, guidelines and technical notes for open space, streetscape and landscape design outcomes throughout the Shire.
- > Undertake assessment and approval of landscape and urban design proposals from developers in coordination with relevant internal departments including the provision of permit conditions pertaining to open space and landscape design outcomes.
- > Meet with developers and their consulting teams to provide pre-application design advice for landscape outcomes in public open spaces.
- > Ensure open spaces and streetscapes are constructed in accordance with the approved landscape plans through regular monitoring of site works and liaison with developers.
- > Attend site meetings, undertake periodic inspections, negotiate variations to endorsed plans, record findings, negotiate and coordinate bonds and maintenance agreements and issue relevant Certificates and Compliances to the Statutory Planning Team.



- > Apply specialist design skills, knowledge and experience to the development and delivery of open space, streetscape and landscaping projects.
- > Compile complete and accurate records relating to new assets 'gifted' to Council as a consequence of development activity throughout the Shire.

About You

Key Selection Criteria

1. A degree qualification in Landscape Architecture or related field.
2. At least 5 years previous experience in landscape and/or urban design in local Government and/or State Government or equivalent experience in the private sector.
3. A flair for innovative and sustainable landscape amenity in the public realm including;
 - a) Extensive knowledge of the availability and performance of a wide range of natural and manufactured landscape products; and,
 - b) General hard and soft landscape construction techniques, methods and procedures.
4. Demonstrated strong interpersonal and problem-solving skills with the ability to communicate and work collaboratively with a range of stakeholders both independently and within a team.
5. Demonstrated understanding of the principles and practice of design of public space as it relates to environmental, social and economic outcomes.
6. Demonstrated project management experience and skills to schedule and prioritise works.
7. Proficiency in the full application of a variety of computer software applications including Microsoft Word, Excel, GIS and AutoCAD.

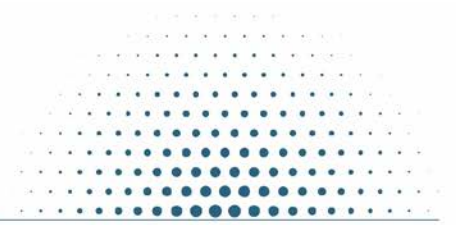
Qualifications and Experience

Essential

- > A degree qualification in Landscape Architecture or relevant field.
- > At least 5 years previous experience in landscape and/or urban design in Local Government and/or State government or equivalent experience in the private sector.
- > Demonstrated capacity to read, interpret and assess plans, technical drawings, specifications, plant species etc. to approve landscape and open space proposals for formal endorsement.
- > Previous experience in the critique of landscape and open space plans to achieve quality design outcomes.
- > Demonstrated capacity to establish and maintain effective working relationships with stakeholders.
- > Current driver's licence.

Desirable

- > Relevant experience in a Local Government 'growth area' context.



- > Experience in all facets of municipal works and landscape functions, particularly in respect to subdivisional activity.
- > Ability to demonstrate the behavioural competencies outlined in Appendix B.

Position Requirements

Accountability and Extent of Authority

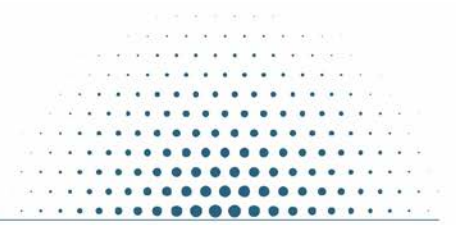
- > Responsible for achieving the most appropriate development of open space assets now and into the future.
- > Accountable for creating and capturing accurate and complete records related to the position and providing clear advice and direction.
- > Authority to make decisions and implement strategies in relation to open space on behalf of the Council and within defined budget parameters.
- > The occupant is accountable to the Transport and Development Coordinator and clarification of priorities can be obtained directly from the Transport and Development Coordinator.
- > The occupant will be responsible for checking and approval of subdivisional landscape plans, administering contracts and negotiating bond and maintenance agreements for developer works.
- > Responsible for all OH&S issues at any work place under their control and/or management and will be accountable for identifying and referring risk issues to Councils Risk and OH&S Team.

Judgement and Decision Making

- > The occupant will make decisions associated with the provision and suitability of infrastructure and the construction of open space assets within subdivisions independently, on a daily basis.
- > The occupant will be expected to utilise problem solving and research skills to resolve issues.
- > The occupant will be required to utilise a range of specialist skills, knowledge and proficiency in the application of professional and technical expertise on an independent basis.
- > The occupant will be required to make judgement decisions quickly and decisively with regard to open space design, landscaping works and what assets are to be built and eventually handed over to Council in line with adopted strategies, policies and service owner planning.
- > Recommend and instruct applicants on relevant actions to be undertaken to achieve Statement of Compliance.
- > Develop, improve and implement methods and systems based on specialist knowledge and experience.

Specialist Skills and Knowledge

- > Understanding of the principles and practice of the design of public space as it relates to environmental, social and economic outcomes.
- > Ability to research and seek opportunities in the design and delivery of public open spaces.



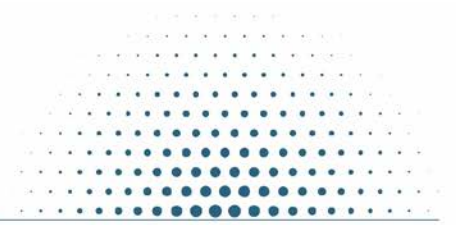
- > Sound understanding and experience in landscape and open space policy development.
- > Proficiency in the use of, and knowledge of, relevant computer applications.
- > Sound budgetary management skills in project delivery and management.
- > Project management skills.
- > Understanding of the long-term goals and relevant policies and processes of the Unit and wider organisation.
- > Understanding of sustainable asset management principals and levels of service in the provision of open space infrastructure.

Management Skills

- > An ability to efficiently manage time, constantly re-prioritising tasks, work on a number of different projects simultaneously and respond to immediate needs. The need to effectively manage changing priorities is essential.
- > An ability to work unsupervised.
- > An understanding and ability to implement HR policies and practices.
- > Support and guide team members and other internal stakeholders as required.
- > Effectively plan and organise workloads essential including setting priorities.
- > Adhere to Council's OH&S, equal opportunities and risk management policies and ensure behaviour in the workplace does not discriminate or bully others. Observe policies and procedures to minimise injury and damage to assets and property.
- > Much of the work to be undertaken has a statutory timeframe that must be accommodated.
- > Project management skills are necessary for the role.
- > Creativity, innovation and flexibility in delivering and developing project solutions.

Interpersonal Skills

- > Highly developed verbal and written skills required for communication with internal departments, developers, consultants, contractors, the general public, government departments and statutory authorities.
- > Ability to gain co-operation and assistance from supervisors, staff, developers, consultants, contractors and members of the community required.
- > Demonstrate an ability to discuss and resolve problems and negotiate outcomes with staff, land developers, community groups and the private sector in the area of open space development.
- > Demonstrate values and behaviours consistent with maintaining a positive team culture.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 6 2014-2017
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

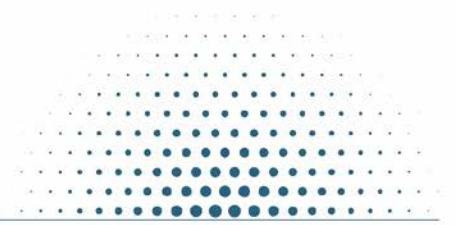
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

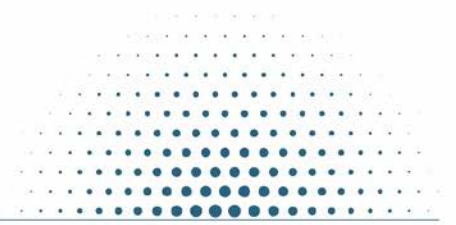
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high-quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full-time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

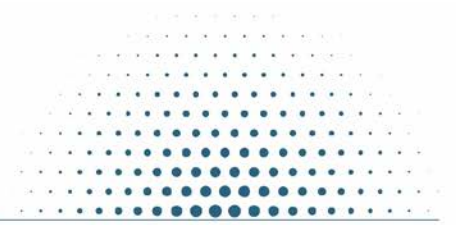
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

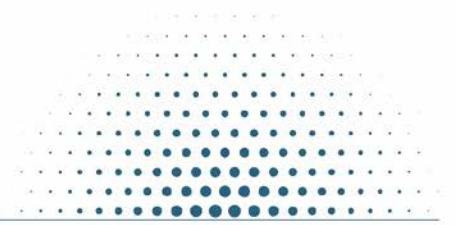
Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

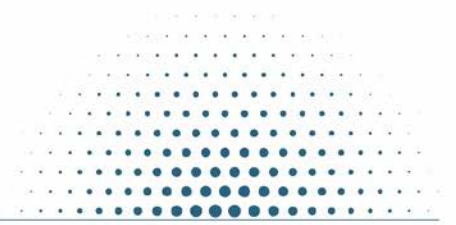
The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.



Appendix B – Key Behavioural Competencies

| Key Competencies | Description |
|---|---|
| Outstanding Service | <ul style="list-style-type: none"> Has a genuine interest in the needs and problems of others Demonstrates a desire to assist others - willing to go the extra mile Delivers authentic value add service to clients Ensure high accuracy of work and quality of documentation |
| Building relationships | <ul style="list-style-type: none"> Establishes positive and strong relationships with staff and customers Quickly establishes rapport with peers and team members Relates well to people at all levels Manages conflict confidently Challenges others constructively and is prepared to have 'difficult conversations' |
| Communication | <ul style="list-style-type: none"> Shares knowledge and insight with others Adjusts own style and tailors approach to suit a diverse audience by accurately understanding behavioural cues Simplifies complex issues and ensures these are easily understood by the audience Manages both written and verbal communication to ensure the intended message is clear and appropriate |
| Planning and Organising | <ul style="list-style-type: none"> Sets clearly defined objectives Plans activities and tasks well in advance Takes into account changing circumstances and plans for these effectively Manages own time effectively Identifies the required organisational resources required to achieve tasks |
| Managing Projects | <ul style="list-style-type: none"> Takes personal responsibility for the delivery of actions and tasks Understands the need to plan and prioritise in order to achieve outcomes Drives others with a sense of urgency Delegates tasks and allocates decision making authority appropriately Actively and positively plans work in line with required business outputs |
| Initiative and Perseverance | <ul style="list-style-type: none"> Proactively realises what needs to be done and acts on this Anticipates potential problems and implements necessary action to avoid the problems Whilst generally team oriented, is comfortable working autonomously Proactively organises multiple activities and resources Prioritises and focuses on completing the most important tasks to achieve key objectives Staying on-task to completion, particularly in the face of obstacles or other trying circumstances. |
| Team Orientation | <ul style="list-style-type: none"> Works in a collaborative and cooperative manner Willing to assist others in achieving their goals Participative and effective member of the team Regularly takes time to recognise and acknowledge the hard work of others. |
| Flexibility, Adaptability and Decisiveness | <ul style="list-style-type: none"> Adjusts approach in order to respond effectively to a variety of situations and people Works effectively in uncertain or ambiguous situations Is able to quickly adapt to changing circumstances and adopt new ways of doing things Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires. Showing leadership by adjusting one's approach to the demands of a particular task by taking and maintaining a position in a self-assured manner. |