

Position Description

Position Title:	Principal Urban Designer
Classification:	Band 7
Business Unit:	Planning, Place and Sustainability
Reports to:	Coordinator City Transport and Place Design
Status:	Full Time
Approved by:	Manager City Futures
Reviewed:	March 2021

1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Sustainability, Assets and Leisure;

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- Customer and Corporate Affairs;
- Planning and Place;
- Community Wellbeing

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

3. Position Purpose and Background

The purpose of the Principal Urban Designer is to be a key driver in making Glen Eira a 'well planned city that is a great place to be'. With a focus on delivering the Community Plan's objective for a 'Liveable and Well Designed' City, the Principal Urban Designer will work across new significant strategic transport, planning and place design projects that affect how our city looks, feels and functions. The position aims to enhance Glen Eira's sense of place, amenity and character through proactive leadership throughout the design process across major and key projects in the city. The Principal Urban Designer will:

- Promote environmentally sustainable design initiatives through public realm projects.
- Work both as part of a team and independently to achieve timely and appropriate outcomes on highly complex urban design, strategic transport and planning projects such as guidelines, policy and strategy development.
- Define major urban renewal projects and actions throughout the activity centre network to improve the public realm outcomes in line with existing adopted strategies of Council.
- Oversee relevant urban design projects and work conducted by external consultants.
- Develop, plan and track strategic urban design works priorities and advocacy priorities.
- Achieve high-quality urban design outcomes through advocacy, funding opportunities, and ensuring wide support from internal and external stakeholders.
- Support the City Economy and Place Making team with business support initiatives and place making opportunities to improve activity centre activation.
- Support urban forest and green/blue infrastructure objectives of Council and to work within and across Council to green the City.

4. Working Relationships

Reports to:

Coordinator City Transport and Place Design

Supervises:

Casual staff and consultants

Internally:

Strategic Planning Officers

Statutory Planning Officers

Sustainability officers

Placemaking officers

Communications officers

Project Management officers

Parks and open space officers

Arborists

Community Engagement Officers

Traffic and Infrastructure Engineers

Special Projects officers

Other Council departments

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Councillors

Externally:

Architects, Urban Designers, Landscape Architects and Planning Professionals

Transport planners and engineers

Community Engagement facilitators and Placemakers

Quantity Surveyors

Government Planning and Transport Authorities

Panels and Working Groups

Local Government Officers

Heritage adviser

General public and community groups

Traders

Contractor

5. Key Responsibilities

- Lead and project manage the development and delivery of Glen Eira's integrated transport and urban design projects and contribute to other strategic planning, community engagement and placemaking projects.
- Develop and coordinate the strategic urban design program based on Council priorities from guiding strategic documents such as the Council Plan and various activity centre Structure Plans.
- Provide strong graphic communication skills with the ability to clearly represent, maps, concepts and ideas.
- Utilise digital platforms and tools to prepare 3D images to communicate project ideas
- Develop, document and promote Council's various design guidelines based on movement and place framework, environmentally sustainable design principals and good public realm outcomes.
- Project manage the delivery of key public realm projects including the development of concepts, community engagement, reporting to Council, detail design and construction stages.
- Assist the Infrastructure and project management teams where required through the documentation and construction process of key public realm projects.
- Identify and implement urban design and landscape architectural interventions which improve sites and places to demonstrate quick wins whilst larger capital works projects are being progressed.
- Undertake general studies, research surveys, data collection, analysis and presentation of results as required (and to brief and manage consultants who may be appointed for this purpose) to enable the formulation of reports, plans and policies on various aspects of Council's land use strategies and Urban Design Frameworks.
- Assist Council in responding to key externally driven projects that impact the public realm including State Government infrastructure works, strategic projects initiated by Department of Transport (DoT), private developments and new businesses.
- Liaise across Council's departments and external key stakeholders to ensure that innovative, sustainable and integrated design solutions are considered.
- Facilitate urban design training for the Planning Department and mentor other officers with less experience in the development of their design visualisation skills.
- Manage external consultants who may be appointed to carry out various urban design projects such as urban design analysis, development of design guidelines, urban design frameworks, masterplans, detail design work and community engagement sessions.
- Provide advice to Councillors, officers and the community in relation to strategic urban design and place making initiatives.

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- Provide a professional service to the general public and to liaise both with individuals and community groups in order to appraise and to monitor trends in community attitudes.
- Carry out other duties, as may be required from time to time by the Coordinator of City Transport and Place Design and Manager City Futures.

5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Principal Urban Designer:

- Accountable to provide specialised urban design / landscape architecture advice to Councillors, Council planners, planning applicants, project managers and others.
- Responsible for urban design strategy and policy development and updates.
- Authority to make decisions and recommendations and give advice to Council staff, public authorities and the community on policy and issues, based on internal policies, professional best practice and professional guidelines and regulation.
- Responsible for mentoring, providing advice and overseeing of projects conducted by less experienced officers and external consultants.
- Accountable for the production of work directly related to the achievement of organisational goals.
- Responsible for responding to changing circumstances and ensuring that these are accommodated within the design program.
- Responsible for making sound decisions and providing advice in the best interests of the wider organisation's goals.
- Responsible for producing high-quality design work and project outcomes that considers the regulatory frameworks and legislation, as well as the reputational and financial risks to Council.

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5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Principal Urban Designer:

- Responsible for providing professional advice based on understanding industry best practice and previous experience.
- The nature of the work is specialised and involves developing methods and techniques based on previous experience with the experience to recognise when these methods and techniques are not appropriate.
- The position has a primary focus problem solving ability with considerable emphasis on design development and implementation of strategies which may require solutions needing creativity, originality and innovation.
- Guidance and advice is not always available within the organisation.

5.4 Management Skills

The following describes managerial skills required by the Principal Urban Designer:

- Ability to self-manage a range of complex issues and projects concurrently and meet project timelines.
- Skills in managing time, setting priorities, planning and organising one's own work and setting a broader strategic plan to meet objectives within prescribed time frames, despite conflicting pressures
- Demonstrated ability to manage and collaborate with consultants, contractors and less experienced staff.
- Excellent design and graphics skills and demonstrated ability to prepare sketches, concept plans, cross-sections, detail designs, perspectives, collages, 3D renders, schedule of rates, etc.
- Excellent written skills and demonstrated ability to prepare reports, guidelines, studies to communicate urban design advice.
- Assist in the recruitment and selection of employees including developing, reviewing and updating position descriptions.
- Ability to supervise the work and develop the technical skills of less experienced officers.
- Ability to negotiate outcomes with a range of internal and external stakeholders
- Ability to bring together staff from across Council to collaborate and deliver whole of Council project outcomes.

5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Principal Urban Designer:

- Well developed, demonstrated experience in community liaison and public relations.
- Ability to coordinate and lead public consultation and larger public information sessions.
- Ability to regularly liaise, gain co-operation and problem solve with counterparts internally and in other organisations, including but not limited to, other municipal Councils and State Government Authorities (including the Department of Transport, Level Crossing Removal Program Authority and Major Road Projects Victoria), seeking outcomes directly related to the achievement of organisational goals.
- Ability to facilitate, discuss and resolve problems with a broad range of stakeholders including internal staff, external government authorities and community members.

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- Ability to present complex, technical material in a clear 'plain English' manner to a diverse audience including, Councilors, internal staff, external government authorities and community members.
- Ability to inspire sustainable and good design outcomes across all projects in the organisation based on the latest industry standards.
- Ability to motivate, teach and develop less experienced staff technical skills.
- Commitment to supporting an integrated team approach.

5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Principal Urban Designer:

- Strong strategic architecture/ landscape architecture/ urban design skills that can be applied across a range of scales such as city wide strategies and guidelines, activity center design, streetscape designs, and small scale design interventions.
- Excellent understanding of latest industry benchmarks for good urban design projects such as the inclusion of sustainable design principles, placemaking initiatives, short-term and long-term initiatives (pre-covid and post-covid public realm design), high-quality built form design and public realm works.
- A sound understanding of urban design principles, theories and trends, and skills in applying these.
- Strong graphic design skills with the ability to use a mix of design programs such as Adobe illustrator, InDesign, photoshop, Autocad, sketchup or similar 3D modelling software.
- An understanding of the activity center structure planning process, transit orientated development and urban renewal programs.
- Knowledge of state planning legislation and other related policy documents in relation to open space provision and management.
- Proficient ability to generate creative and innovative approaches, using highly developed research to solve complex problems through design and generate outcomes that align with Council's priorities and objectives.
- Experience in community consultation processes.
- A clear understanding of the long-term goals of the wider organisation goals and of its values and aspirations and of the legal and political context in which it operates.
- Experience in setting and driving a strategic urban design program.
- Initiative and the ability to work under minimal direction to achieve defined objectives.

5.7 Qualifications and Experience:

- Tertiary qualification in Urban Design/Landscape Architecture/Architecture/Planning or a combination of these disciplines.
- Substantial professional experience in management of public realm and urban design projects at all scales.
- Experience in preparation of design documentation, guidelines and reports relating to urban design.
- Experience in the management of consultants.
- Oral and written communication of a high order.

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- High level graphic skills.
- High level of design understanding, appreciation and contemporary trends in architecture, urban design and landscape architecture.
- Current driver's license is desirable

6. Performance Review

The Principal Urban Designer will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Principal Urban Designer may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Demonstrated commitment and adherence to Council Values.
- Tertiary qualifications in Landscape Architecture, Architecture, Planning, Urban Design or closely related fields.
- Demonstrated ability to generate creative and innovative approaches, using highly developed research and analysis, to solve complex problems.
- Excellent graphic visualisation skills and ability to prepare design documents such as urban design guidelines, frameworks and public realm projects.
- Demonstrated understanding of urban design, land use planning, and transport planning of all tiers of government.
- Well-developed community liaison and public relation skills.
- Demonstrated ability to setting and drive a strategic urban design program.
- Excellent written skills and demonstrated ability to prepare reports and provide urban design advice

8. Other Information

- Position is subject to the satisfactory completion of Police Records Check
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.