



POSITION DESCRIPTION

POSITION TITLE:		Coordinator Open Space Planning and Design			
POSITION NO:		902124	CLASSIFICATION:		Band 8
DIVISION:		Planning and Place Making			
BRANCH:		City Strategy			
UNIT:		Open Space Planning and Design			
REPORTS TO:		Manager City Strategy			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

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 Coordinator Open Space Planning and Design is a key leadership role in the management and delivery of open space improvements in the City of Yarra.

The unit provides services to the organisation and community including all stages of a project development and construction, utilising drawing on the skills of a team of landscape architects, external consultants and contractors. The role is responsible

for the delivery and reporting on a capital works program annually as well as the open space planning across the Municipality.

The Coordinator Open Space Planning and Design will lead a multi-disciplinary team who provide design and strategic advice to Council, the community and stakeholders. The position is an integral part of the Planning and Place Making Division which is responsible for a variety of strategic and operational outcomes for the Council across Open Space, Environmental Management and Sustainable Transport, Urban Design, Strategic Planning and Statutory Planning.

In conjunction with the Manager City Strategy, the Coordinator Open Space Planning and Design will develop strategic direction and policy for the Open Space Planning & Design Unit in the area of capital works, asset management, open space strategic planning, design and construction. The incumbent will contribute to the development of broader planning, design and capital project planning initiatives on a cross-organisational basis and maintain a responsive and professional relationship with a range of relevant internal and external clients including individual residents and community members and organisations within the City of Yarra and beyond.

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 Open Space Planning and Design Unit is responsible for the management, planning and development of open space assets 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.

ORGANISATIONAL RELATIONSHIPS

Position reports to: Manager City Strategy

Position supervises: Landscape architects, open space planner, capital works officer, temporary staff, consultants and contractors.

Internal relationships: The incumbent will be required to communicate with employees at all levels within the organisation including managers and individual employees who have an interest in the unit's activities.

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

Responsibilities include:

- Oversight of landscape design services.
- Delivery of open space capital works projects including parks, playgrounds and sporting infrastructure.
- Open space planning in accordance with the *Yarra Open Space Strategy 2020*.
- Community consultation and engagement .
- Provision of landscape design referral advice on large developments.
- Liaison with City Works regarding open space maintenance requirements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Development of policy options and strategic plans in alignment with goals, policy and legislation.
- Regular reporting to ensure achievement of Unit goals and objectives.
- Accountability for management and delivery of Unit capital works program.
- Represent the Branch and Council in public meetings and external working groups.
- Provide strategic and technical advice as required.
- Liaise with the Manager City Strategy in regard to decisions that will have a major impact on projects and the functioning of the Unit and/or Council.

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

- Draw upon extensive professional experience to exercise judgement and adaptability, to evaluate and decide upon appropriate methods, procedures and techniques to solve service and planning problems.

- Exercise professional judgement and adaptability in identifying and recommending policy options for services planning and delivery.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to prepare and review detailed capital works designs and contract specifications.
- Well-developed project management and budgeting skills.
- Proficiency in InDesign, AutoCAD and other design packages as required.
- Detailed knowledge and understanding of the principles, theory and practice of open space planning, community needs analysis and service delivery.
- Comprehensive understanding of current trends and emerging issues in open space, landscape design and construction.
- Sound knowledge of budgeting, financial procedures and competitive tendering.
- Well-developed report writing skills.

MANAGEMENT SKILLS

- Lead and develop an effective team of design professionals, including performance reviews and staff development.
- Ability to implement personnel policies including awards, EEO and OHS, recruitment procedures.
- Ability to develop and contribute to the strategic goals and objectives of the City and part of the City Strategy leadership team.

INTERPERSONAL SKILLS

- Ability to consult, negotiate, cooperate and gain assistance from a range of stakeholders including staff, community, statutory and government personal and non-government organisations.
- Ability to lead, motivate and develop employees.
- Ability to work in and support a multi-disciplinary team environment.

QUALIFICATIONS AND EXPERIENCE

- Degree or higher qualifications in Landscape Architecture or an associated discipline with relevant extensive and diverse experience.
- Experience in leading a team of design or construction professionals.
- Ability to maintain effective stakeholder relationships.
- Demonstrated skills and ability in coordinating complex projects and developing pro-active and practical management systems.
- Ability to prepare project briefs and ensure high quality output both on budget and within time.

KEY SELECTION CRITERIA

1. Significant experience in open space planning or strategic planning in the public realm.
2. Demonstrated experience and skills in all aspects of delivering complex capital works projects including design development, review/critique and documentation.
3. Demonstrated communication skills with the ability to consult, negotiate, cooperate and gain assistance from a range of stakeholders including staff, community, statutory and government personal and non-government organisations.
4. Demonstrated team leadership skills including motivating and mentoring staff to achieve objectives and work programs.

5. Significant experience in the development, management, implementation and monitoring of performance against the designs, specifications and standards. contained within the capital improvement contracts to ensure these are delivered.