

Position Description



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to live

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| Title: | City Designer - Transformational Design Advocacy Role |
| Position No: | D41051 |
| Classification: | Senior Officer |
| Salary: | \$160,000 per annum + super |
| Status: | 5 Year contract |
| Hours: | 38 hours per week |
| Division: | City Sustainability and Strategy |
| Department: | City Development |
| Location: | 274 Gower Street, Preston |
| Enquiries: | Emma Murphy of Public Sector People – 03 8535 3111 |
| Closing Date: | 27 th of May 2019, Midnight |

About Darebin

Darebin is home to one of the largest, most diverse communities anywhere in the State in terms of cultures, language (more than 138 languages are spoken), religions, socio-economic background, employment status, occupation, and housing needs. We actively represent our community's diversity and aim to create an inclusive work environment that values the contribution of all employees and treats all employees with dignity and respect.

We are leaders in Environmental Sustainability and Social Justice, often collaborating with neighbouring municipalities to promote awareness and encourage community participation.

We also provide flexible working arrangements and excellent working conditions that are supported across the organisation.

Darebin City Council is one of the largest employers in the municipality with an operating expenditure budget of \$157.4 million and capital expenditure budget of \$47.3 million. Darebin has a population of 153,563 and we are also home to two significant tertiary organisations well serviced by public transport.

We are an Equal Opportunity Employer and do not discriminate in our selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organisation, or other non-merit factors. We are committed to providing a safe working environment that embraces and values child safety, and thorough 'Safety Screening' processes apply. For all other information regarding the City of Darebin, including our Profile, our Diverse Community, our Values, the Council Plan 2017-2021, Equal Opportunity Employment, Disability Access and Inclusion, the Victorian Charter of Human Rights, and Risk Management, visit our website: www.darebin.vic.gov.au

Darebin City Council values Collaboration, Accountability, Respect and Integrity

Occupational Health & Safety

To achieve our desired outcome, you will:

- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation's OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.
- Monitor health and safety performance and rehabilitation performance within your area of responsibility and initiate actions to improve health and safety, including facilitating rehabilitation of injured workers.
- Review any health and safety related reports and take appropriate action to resolve safety issues.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes that have health and safety implications.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.

Sustainability

Council plays a crucial role in contributing to and promoting environmental sustainability both within Council operations and across the municipality by minimising its impacts, leading by example and delivering services and environmental programs. Council has committed to a number of environmental targets, including a carbon neutral target for Council operations by 2020, improved water quality and sustainable water use and waste minimisation and resource recovery. To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this and seek environmentally preferable options wherever possible
- Carry out your role in line with Council's Environment Policy and the Environmental Purchasing Code
- Review work practices to identify where changes to practices or technology can improve environmental performance including the provision of services to the community and opportunities to increase environmental awareness

Excellence in Governance

Employees of Darebin City Council (Darebin) are expected to read and understand the Excellence in Governance Policy and to conduct themselves ethically, professionally and in accordance with Darebin's statutory obligations. Employees are also expected to treat others fairly and courteously while being respectful of alternative views and opinions. Darebin is an equal opportunity employer and does not tolerate discrimination, bullying or harassment in any form.

Employees are prohibited from disclosing any confidential information they may acquire during their employment, or using such information for any purpose other than for the purposes of Darebin. Further, employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not engage in any outside employment or activities that impact on their primary employment at Darebin. Employees shall also ensure that any outside employment or activities do not create a conflict of interest and/or duty with their role at Darebin. Where it is unclear whether a conflict of

interest may exist, the employee should seek direction from their Direct Manager. Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council.

Employees shall take responsibility for their actions when carrying out duties for Council and protect public resources and assets.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not discuss departmental business or staff matters with Councillors. If a Councillor requests such information from an employee, the request should be referred to the employee's Manager in the first instance.

As a condition of employment the successful candidate is expected to sign the Excellence in Governance at Darebin Declaration confirming that they have read and understood and agree to act in accordance with the Excellence in Governance at Darebin Policy.

Position Objectives:

The City of Darebin is seeking to appoint a highly experienced and forward thinking City Designer to join the City Development team.

Reporting to the Manager City Development, the position has accountability for leading and inspiring others to deliver design excellence and raise the livability standards of new developments. The position provides expert architectural and urban design advice on major planning applications that will have visual prominence within the municipality.

The City Designer will foster improved design advocacy and assessment capabilities of the Statutory Planning unit, negotiate with developers to deliver built outcomes that achieve design excellence and contribute to policy initiatives led by the City Futures unit.

This is an outstanding opportunity for an experienced, collaborative professional to play a transformative role and leave a positive legacy on the municipality.

You will be politically astute, responsive and innovative, with the capacity to drive positive organisational change. Flexible, open and with excellent communication skills, you will have the capacity to build strong networks that yield excellent outcomes for our organisation and community.

Reporting Relationships:

This Position Reports To: Manager City Development

Position Reporting To This Position: Nil

Internal Relationships: Executive Management Team and Councillors, Statutory Planning, Strategic Planning, City Design and all employees across Council.

External Relationships: Local community groups and organisations, developers, community members, State Government departments.

Key Responsibilities and Duties:

- Lead and inspire others to deliver design excellence and raise the liveability standards of new development.
- Provide and deliver leadership throughout Council on raising the professional standard of building design and assessment that establishes Darebin as a place of design excellence.
- Lead and inspire external stakeholders to embrace design excellence that contributes to the positive transformation and liveability of Darebin.

- Lead and support the Statutory Planning unit to improve their design advocacy and assessment capabilities.
- Liaise with peers such as the Office of Victorian Government Architect and other city architects/designers and urban design professionals to build a network of design excellence in Government.
- Provide expert architectural and urban design advice on major planning applications and planning applications that will have visual prominence within the municipality.
- Negotiate with developers to deliver built outcomes that achieve design excellence.
- Provide advice and support to Council's legal and appeals advocates in relation to matters before the VCAT.
- Prepare submissions and appear as an expert witness on behalf of Council at VCAT as required.
- Engage and support others in the organisation with engaging with our community on good design.
- Build and manage collaborative and positive internal and external relationships that respect and apply organisational values. Contribute and add value to strategy, design and place making initiatives led by Council's City Futures team
- Collaborate and contribute to programs and policy initiatives led by the City Futures Unit.
- Effectively manage the resourcing, budgets and projects as required.
- Other duties as directed within the skills and capabilities of a position at this level

Accountability and Extent of Authority:

- Accountable for identifying information technology, business/organisational development, to support the requirements of the position.
- Accountable for providing the lead architectural and urban design advice to the Council, Senior Officers and staff in relation to specific planning proposals and when required, Council projects.
- Accountable for being the lead architectural design expert within Council and the requirement to build the knowledge capacity of others to support the organisation to deliver design excellence through the decisions Council makes.
- Accountable for the management and leadership requirements aligned to the role.
- Accountable for the definition, set-up, monitoring and successful implementations of planned approach for positive change aligned to the position and organisational goals of architectural design excellence.
- Accountable for keeping up-to-date on best practice in collaborative and innovative design processes and outcomes and translating those into continual improvement plans for the organisation.
- Accountable for reporting on all projects, risks, opportunities and options to the Manager City Development, EMT and/or Council in a way that guides effective decision-making, particularly through Council Meeting reports, Council Briefing reports and presentations
- Accountable for excellent contract management of specialist consultants when required.
- Accountable for the implementation of key strategies and the design and implementation processes related to the role.
- Accountable and expected to demonstrate and deliver on a global, national or regional best practice understanding in the field of urban design and ability to translate these learnings to others to enable local action, adaptation and improvement.

Judgement and Decision Making:

- Ensure that judgement and decision making achieve the Council's organisational goals and objectives, in accordance with the accountability requirements of the position
- Provide accurate and professional judgement in the review and delivery of advice on highly complex development matters in a way provides clarity and a sharing of knowledge.
- Actively participate in, contribute to, and influence Department, Division and Executive Management Team's decisions and deliberations in the achievement of the corporate goals and objectives
- Apply excellent judgement skills in resourcing and project initiatives related to the Unit
- Apply excellent judgement in relation to the management of internal and external stakeholders
- Apply excellent judgement in managing issues including on when to seek support and/or escalate issues.
- Apply an objective balanced approach in dealing with conflicting perspectives and exercising judgment in achieving resolutions and achieving Council corporate and team objectives

Specialist Skills and Knowledge:

- Demonstrated knowledge and understanding of design processes that create great places that focus on people, spaces and buildings.
- Knowledge of the Victoria's planning system or comparable interstate or international land use planning systems.
- Demonstrated ability to understand the needs and expectations of the community's economic, social, environmental and cultural wellbeing.
- Demonstrated political acumen and a sound understanding of the complexity of economic, political and social issues relating to urban development in high change environments.
- An understanding of the drivers of economic development and ability to credibly understand and articulate the commercial deliverables related to development projects.
- Ability to educate, inform and inspire others to appreciate and apply design excellence.
- Ability to take initiative, collaborate and build and manage relationships with internal and external stakeholders
- Demonstrated ability to manage external consultants effectively to achieve the best value and excellent project delivery outcomes
- Demonstrated ability to contribute to the success of others in a team environment to achieve the organisations vision of design excellence.
- Demonstrated ability to clearly communicate and work with complex situations and problems.
- Ability to identify risks and opportunities and actively highlight and manage them to successfully deliver on Council objectives
- Highly developed written and verbal communication skills including discretion and judgment in working within the political environment of local government.
- Experience in processes that support community involvement in design and other forms of collaboration of diverse groups and individuals

Management Skills:

- Demonstrated record of leadership and ability to inspire and collaborate with others.
- Ability to positively contribute to a team environment in the context of complexity and high change.
- A proactive and strategic approach to issues and the ability to work with agility and responsiveness
- Demonstrated capacity to plan, prioritise, and organise a program of work.
- Ability to manage various community and stakeholder needs and competing agendas and aspirations.
- Ability to negotiate with developers and their consultants to deliver a positive change agenda that promotes and delivers design excellence.
- Understanding of, and ability to assist in implementing personnel practices for teams including equal opportunity, privacy, health and safety, and team development.
- Ability to operate in a complex and ambiguous environment and maintain focus on achieving key strategic outcomes

Other Relevant Information:

In accordance with the Australian Fair Work Act 2009, protection from unfair dismissal is subject to a minimum six month period of employment.

The successful candidate will be required to provide proof of Australian Citizenship or residency status, (including at least a birth certificate or passport), **and** proof of identity, (Medicare card and/or current driver's licence).

This position requires a Health Declaration and/or Functional Capacity Assessment prior to an offer of employment being made.

This position requires a Psychometric Assessment prior to an offer of employment being made.

This position requires a satisfactory Police Check result prior to an offer of employment being made.

This position requires a Working With Children Card.

The successful applicant will be provided with all relevant tools and equipment to undertake the inherent requirements of the role. All tools and equipment must be returned to the direct Manager upon cessation of the role.

Darebin City Council is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. We encourage applications from Aboriginal or Torres Strait Island people, people with disabilities and culturally and linguistically diverse backgrounds. If you require support or advice with your application, contact Emma Murphy, at Public Sector People on 03- 8535 3111 . Reasonable adjustments can be negotiated.

Darebin City Council is a smoke free work place.

Canvassing of Councillors and Council Officers:

Canvassing of Councillors and Council Officers, either directly or indirectly that may influence the outcomes of this application may be deemed a disqualification.

Enquiries regarding the position however, can be directed to the nominated contact officer named in this Position Description.

Qualifications, Certificates, Licences, and/or Experience:

A tertiary qualification in Architecture **and/or** a qualification in Urban Design with extensive relevant experience in the design industry.

Key Selection Criteria:

1. Demonstrated knowledge, peer recognition and experience in delivering excellent design outcomes.
2. Extensive knowledge of urban design principles, processes and practices in urban contexts.
3. Demonstrated ability to negotiate great design outcomes and to deliver positive change in complex, fast-paced and political environments with a range of stakeholders including developers, consultants and community.
4. Experience with giving design advice and preparation and/or experience with expert witness statements to VCAT.
5. Demonstrated ability to build design capacity in others and to contribute to a high performing team environment.
6. Ability to communicate effectively in writing and in person, tailored to a variety of audiences
7. A general working knowledge of the planning system in Victoria will be considered advantageous.

Interpersonal Skills/ Personal Attributes:

8. Sound and demonstrated conflict resolution, influence and negotiation skills.
9. High level customer focus - ability to proactively and constructively provide excellent customer service to all relevant stakeholders.
10. Excellent oral and written communication skills - including the ability to readily gain the confidence of others and set high standards of professionalism.

Applications:

Applications close on Monday, 27th May 2019 at 12.00 am (Midnight). Applications will be kept strictly confidential and may be completed online.

Emma Murphy
Public Sector People
03 – 8535 3111

Inherent Physical Requirement

| Position Number & Title: D41051 City Designer | | | | |
|---|---------------------|-----------------------------|----------------------------|-----------------------------|
| Work Area: Gower Street, Preston | | | | |
| Summary Tasks: As above | | | | |
| Physical demands of the task and % of time allocated | Never 0% | Occasional 1-33% | Frequent 34-66% | Constant 67-100% |
| Sitting | | | X | |
| Standing | | X | | |
| Walking | | X | | |
| Steps/ stairs | | X | | |
| Squatting | X | | | |
| Kneeling | X | | | |
| Looking Up | X | | | |
| Looking Down | X | | | |
| Bending spine forwards | X | | | |
| Twisting spine to side e.g. during meetings to view team members | | X | | |
| Bending spine backwards | X | | | |
| Working with one or both hands above shoulder height | X | | | |
| Reaching forwards or sideways > 30cm from the body | | X | | |
| Gripping or grabbing | | X | | |
| Fine hand coordination e.g. for computer keying | | | X | |
| Lifting floor-waist | | X | | |
| Lifting at waist height | | X | | |
| Lifting waist overhead | X | | | |
| Carrying | | X | | |
| Pushing e.g of trolleys | | X | | |
| Pulling e.g. of trolleys | | X | | |
| Exerting force with one hand or one side of body e.g. when hole punching / stapling | X | | | |
| Exerting force in an awkward posture | X | | | |
| Holding, supporting or straining | x | | | |
| Other | | | | |