

POSITION DESCRIPTION

Position Title:	Principle Urban Designer		
Classification:	Band 7	Status	Full Time
Group:	Planning and Design	Business Unit:	Planning Strategy and Urban Design
Reports to:	Coordinator of Planning Strategy and Urban Design		
Direct Reports:	Urban Planner	Date:	6 January 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Ensure Council's urban planning policies and strategies integrate economic, social and environmental considerations consistent with Local and State policy.
- Provide expert Urban Planning advice and support to Council, Executive Leadership Team, Senior Leadership Team, other Council Departments, the community and other key stakeholders
- To provide urban planning and built form advice and input into cross-council projects.
- To provide leadership and mentoring to less experienced staff in Urban Design.
- To contribute to administration of the Cardinia Planning Scheme and to facilitate the sustainable development of Cardinia, including the management of complex urban design projects, urban design analysis, urban design frameworks, site analysis, development feasibility studies and the preparation of plans, policies, strategies and guidelines; and referrals from other Council departments.

KEY RESPONSIBILITIES AND DUTIES

- Key responsibilities include, but are not limited to:
- Manage and assist the Community and Planning Services Department in the preparation of structure plans, precinct structure plans, urban design frameworks, township strategies, development plans, policies, strategies and technical guidelines. This includes the provision of high quality images and
- plans suitable for inclusion in published plans, frameworks, guidelines and other corporate publications
- To provide professional urban design advice and support to all customers of the Planning Strategy and Urban Design unit and other teams when required.
- Liaise with and provide advice and recommendations to the community, developers, government agencies and other Council departments to optimise urban design and built form outcomes on proposed development applications and strategic policies.
- Coordinate urban design outcomes including urban design analysis, urban design frameworks, site analysis, development feasibility studies, preparation of plans, policies, strategies, guidelines and referrals.
- Project manage, deliver and review complex urban design projects ensuring expected outcomes, budget and timeframes are met. This may require managing project teams, external consultants and preparing contracts, tendering documentation, procurement arrangements, service agreements, grant applications and funding arrangements.
- Identify opportunities and seek external funding for projects, including coordinating grant submissions where appropriate.
- To provide leadership, coaching and mentoring to less experienced staff in the unit. This may include formal and informal mentoring, providing day-to-day advice, assisting with projects and acting in higher duties where the opportunities arises.
- To implement outcomes based on the Council Plan, including continuous quality improvement within the Planning Strategy and Urban Design Team.
- Review and respond to State Government initiatives, including the review of policies and legislation
- Generate options for the achievement of urban design outcomes to meet Council's strategic objectives.
- Represent and promote the best interests of Council and the community in land use and development working groups, committees and review processes, developing and managing relationships with key stakeholders.
- The position will involve some work out of normal hours including consultative meetings, Councillor Briefings, Council meetings, management workshops and training as required.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.

- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Supervise and manage the day-to-day operations of the urban design team function.
- Accountability for the quality, accuracy and effectiveness of the urban design team function.
- Provide urban design leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Responsible for the development and implementation of urban design projects, plans, policies and strategies, technical guidelines and submissions, when required. The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure the achievement of goals and objectives.
- Prepare consultant briefs and manage consultancies as required.
- Prepare and deliver conceptual presentations to Council, the community and other external stakeholders and agencies, when required.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Lead, monitor and manage urban design staff performance, including feedback and performance reviews in accordance with Council's policy, procedures and best practice principles.
- Manage business unit operational budget within set parameters and delegation of authority.
- The position has an input into policy development. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement.
- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of urban design options before a recommendation can be made.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated project management experience.
- Demonstrate specialised urban design analytical and problem-solving skills.
- Proficiency in the application of current urban design theory, principles and practises - in search of solutions to new problems and well-developed conceptual, creative, problem solving and analytical skills.
- Experience and well-developed skill with freehand drawing and CAD programs such as AutoCAD.
- Experience with graphic design programs such as the full Adobe suite and Google sketch up.
- Experience with Geographic Information Systems.
- Knowledge of town planning, with a specific focus on assisting:

- Statutory Planning and how planning applications may need to be amended to achieve better urban design outcomes and
- Strategic Planning with the drafting of urban design related policy documents and controls
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures has context menu
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly urban design activities
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Ability to motivate and develop employees
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set
- Meet objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes
- Expected to develop and implement long term staffing strategies •
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Degree in urban design or architecture with several years subsequent relevant experience

- Leadership capability and demonstrated management experience of staff
- Experience in leading, mentoring and developing a team of diverse professionals.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Relevant tertiary qualification in urban design, architecture or related field.
- Substantial experience in the field of urban design and architecture including demonstrated ability in project management and the delivery of integrated outcomes.
- Demonstrated understanding of the economic, social and environmental issues associated with development for the existing townships and growth areas of Cardinia Shire.
- Ability to interpret, constructively assess and critique others' architectural and urban design work, provide advice and negotiate creative and practical solutions to problems.
- Ability to think conceptually, creatively and strategically in order to plan for integrated high quality land use, development and design outcomes
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work independently and make sound decisions based on experience and good judgement.
- Extensive knowledge and experience of urban design policies, procedures and relevant acts and regulations.
- Proven experience in a supervisory role.
- Financial acumen and the ability to manage business unit budgets effectively.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a full-time ongoing position.

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.

