



Position Details

Position title:	Project Landscape Architect
Award Classification:	Band 6
Department:	Project Delivery
Division:	Operations and Infrastructure
Date Approved:	January 2025
Approved By:	Manager Project Delivery

Organisational Relationships:

Reports To:	Head of Open Space Projects - Open Space and Foreshore
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Under the direction of the Head of Open Space Projects, support the delivery of the Open Space project portfolio through design of high quality public open space.
- Support the delivery of quality public open space projects on time, to a high quality, and within agreed budgets and scope.
- Provide sound advice, support and guidance to the project delivery teams, internal stakeholders and to Project Sponsors regarding best practice design.



Key Responsibilities and Duties

- Manage small projects from inception to completion, including: feasibility, design, consultation, and effective handover of selected projects within allocated time, quality, and budget constraints and in line with the PLM framework.
- Ensure design is carried out in an effective and efficient manner, in compliance with Council standards, policies, and legislative requirements.
- Provide input in to consultation with external and internal parties in respect to assigned projects.
- Report regularly to the Head of Open Space Projects on project progress
- Assisting Head of Open Space Projects in meeting Council, divisional and department plan accountabilities.
- Actively contribute to maintaining a professional, productive and outcome orientated project management team which strives towards innovation and achievement of sustainable project outcomes.
- Ensure OH&S, child safety and EEO standards are maintained throughout the project development, delivery and handover.
- Provide technical expertise during project key decision reviews.
- Track and report on the progress of projects.
- Provide expert Landscape Architectural advice to projects.
- Other duties as required

Accountability and Extent of Authority

- Plan, manage, design, and deliver design projects within allocated time, quality and budget constraints.
- Plan, manage and engage in consultation with external and internal parties with respect to assigned projects.
- Source, recommend, engage and manage contractors, consultants and other resources, to undertake projects within delegated limits.
- Give advice to Council, staff, public authorities and the community on landscape architectural matters and other related topics.
- Carry out works of Council by performing tasks as directed.

Judgement and Decision Making

- Promote, advocate and support OH&S work practices and minimise safety risks to the Council, including practices undertaken by consultants and contractors.
- Provide design support to the organisation.
- As a representative of Council, make decisions that are in the best interests of Council and the community as well as being balanced and fair with respect to consultants and contractors providing services to Council.
- Provide input to the development of policies, strategies, procedures and major initiatives, relevant to the Open Space team's portfolio delivery.



- Ability to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

Management Skills

- Ability to manage design projects from commencement to completion managing all aspects of design.
- Ability to manage construction-site works, utilise and manage contractors and consultants and complete projects to agreed timelines, within a complex service environment.
- Ability to plan and organise workload to achieve set objectives, in the most efficient and cost-effective manner.
- Ability to investigate and prepare responses to correspondence and write reports.
- Ability to implement Council policies and practices and work towards the achievement of long-term strategies.
- Ability to make strategic decisions to ensure the most suitable open space outcomes in a timely, cost-efficient and quality controlled framework for the delivery of projects.

Interpersonal Skills

- Commitment to working in a team environment
- Commitment to working across the organisation, with project managers, project sponsors and stakeholders in a productive and constructive manner with open communication, accountability and professionalism.
- Highly developed oral and written skills in the communication of complex ideas and issues with a variety of audiences.
- Ability to work effectively both under supervision as well as achieve results with a minimum level of supervision.
- Commitment to high levels of customer service, the development of initiatives, improving practices and identifying opportunities.
- Excellent problem-solving skills

Qualifications and Experience

- **Academic:** Tertiary qualification in Landscape Architecture, Urban Design, or Architecture
- **Experience:** Experienced Landscape Architect with public realm experience preferably.



Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification

Child-Safe Standards



- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- A qualification in Landscape Architecture or equivalent with experience in the design of public open space capital projects.
- Demonstrated problem solving ability and decision-making attributes to support the Open Space team within a complex environment where accurate and timely advice on design matters.



- Demonstrated ability to work productively and efficiently as part of a multidisciplinary team and seek innovative and practical solutions to problems, issues and conflicts in an effective, timely and transparent manner.
- Demonstrated ability to design and deliver capital projects within an agreed framework, including management of scope, budget, schedules and policy requirements.
- Ability to live CoPP values of courage and integrity, personal growth and performance, accountability, creative and strategic thinking and working together.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.