Melton City Council

Senior Landscape Architect

Position Description

PD: 00183

A vibrant, safe and liveable
City accessible to all

CITY OF MELTON

1. Position details

Position Title	Senior Landscape Architect
Directorate	City Delivery
Business Unit	Roads & Traffic
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Team Leader Landscape Design
Supervises	Nil
Internal liaisons	• All Council staff including Councillors
External liaisons	• Local, State & Commonwealth Government Agencies, Authorities and Agencies • Community • Consultants and representatives • Developers and their representatives • Professional Bodies

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. **Child Safe Environment**
   Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Coordinate, facilitate, and provide guidance in the preparation, assessment and implementation of landscape plans, strategic documents and other projects that require landscape architecture input that will help guide future works across the city.
- Provide a leading role in the Landscape Design Team, providing specialist expertise in the capital delivery of landscape architectural works in public realm and open space, with capacity to both lead, and work within multi-disciplinary teams and a sound understanding of the importance and delivery of community and stakeholders engagement.

5. Key responsibility areas

- Manage, facilitate, prepare and review the development of plans, strategies, guidelines and funding submissions to guide minor and major capital works projects and ensure quality future development outcomes in the public realm and public space that will benefit the municipal community.
- Coordinate the procurement, assessment and management of external consultants or contractors to assist in the delivery of Council projects.
- Coordinate the management, supervision and review of landscape works prepared or undertaken by external consultants or contractors ensuring it is to minimum Council standards.
- Review landscape drawings, specifications and cost estimates and provide feedback to consultants and other Council departments.
- Work collaboratively across Council departments on the preparation and development of capital works projects, initiatives, strategies and guidelines.
- Advocate, influence and contribute to cross-departmental projects to provide landscape architectural advice and recommendations of public realm and public space improvements across the organisation.

6. Accountability and extent of authority

- Participate in a range of landscape projects, strategies and guidelines in a timely manner and within budget.
- Instruct and supervise consultants and contractors undertaking work on behalf of Council to achieve agreed project outcomes and high results.
- Provide specialist advice to other staff, management, Councillors, external providers including landscape architects and developers, and the community on public realm and public space works matters.
- Represent Council on Committee's and public meetings as required.
- Any powers, duties or functions delegated under Planning and Subdivision legislation from time to time by Council.
- Provide specialist advice to other staff, management, Councillors, the community public realm and public space works matters.

- Support the Coordinator and Team Leader to mentor staff and contribute towards the continuous improvement of the team as required.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Provide specialist landscape advice and guidance to Council staff, government agencies, external stakeholders and the community on a range of public space and public realm projects, strategies and guidelines.
- Lead in the development of cross organisational projects regarding the development of public space and public realm projects, strategies, policies and guidelines.
- Provide specialist advice to Superintendents or when acting as the Construction Supervisor on Council capital works projects.
- Exercise initiative in undertaking research and evaluation of landscape architecture issues and preparing recommendations to Council regarding the implementation of such recommendations.
- Represent the Council in negotiations with internal and external stakeholders and community members regarding public space and public realm projects, the development of strategies, policies and guidelines.
- Make decisions within the framework of approved Council policies, procedures, plans, guidelines and strategies.
- Ability to think strategically, develop innovative solutions whilst considering a broad range of internal and external factors, Council and stakeholders' values, strategies and objectives to obtain desired project outcomes.

8. Specialist skills and knowledge

- Knowledge and experience in all facets, and requirements of the planning, preparation and delivery of site analysis, landscape design, development, documentation, construction and supervision.
- Develop creative, innovative, efficient and practical solutions to project issues and challenges.
- An understanding of issues associated with development in growth area Councils including the social, environmental and economic principles that contribute to the creation of sustainable communities in both an urban and rural context.
- Knowledge and experience in application of relevant regulations, codes of practice, guidelines and Australian standards.
- Knowledge and experience in preparation of strategic plans, policies and guidelines.
- Competent in the use of a broad range of digital tools and techniques, with experience using AutoCAD, Illustrator, InDesign and Photoshop, as well as knowledge in office-based computer software such as Word, Excel and PowerPoint.

- Liaise, negotiate and communicate effectively on complex issues to Council staff, management, Councillors, stakeholders and community members to work towards achieving quality outcomes and Council objectives.
- Highly developed project management skills including task and time management, budgetary control, complying with Council's procurement policy, adhering to Council's tender process, planning and managing workloads to complete projects within prescribed timeframes, on budget and with limited supervision.

9. Management skills

- Experience in leading and preparing project briefs, plans, budgets and timeframes with high quality outputs.
- Manage and lead a multi-disciplinary project team to work cooperatively, positively and proactively to achieve Council goals.
- Work positively and proactively within a team environment.
- Understand and implement Council's policies, procedures and operational guidelines in a professional and efficient manner.

10. Interpersonal skills

- Highly developed written, verbal and graphical communication skills, with the ability to prepare, develop and present on a variety of subjects as required, clearly and concisely for a range of audiences.
- Highly developed liaison skills with the ability to gain cooperation and build rapport with Council staff, government agencies and external stakeholders to develop effective and productive working relationships and achieve positive organisational outcomes.
- Identify stakeholder and customer needs and expectations, decide appropriate action and respond accordingly.
- Well-developed skills in negotiation and influencing with the ability to develop creative solutions and achieve desired outcomes which advance Council objectives.
- Experience in facilitating and coordinating community and stakeholder engagement, including assisting in conducting public meetings and forums with the ability to deal with difficult situations and present a positive Council image.

11. Qualifications and experience

- Tertiary qualifications in landscape architecture or related discipline with demonstrated and substantial experience.
- Experience in all facets and requirements of site analysis, landscape design, development, documentation, construction and supervision.
- Experience in leading multi-disciplinary teams, preparing project briefs and delivering high quality outputs.
- Experience in the coordination of projects and the engagement and supervision of consultants and contractors.
- Experience in undertaking community consultation on a range of projects.
- Current valid Victorian drivers Licence.

12. Key Selection Criteria

1. Tertiary qualification in Landscape Architecture or related discipline with demonstrated and substantial experience.
2. Demonstrated experience across all facets of site analysis, landscape design, development, documentation, construction, and supervision, complemented by proficiency in a broad range of digital tools including AutoCAD, Illustrator, InDesign, and Photoshop, as well as office-based software such as Word, Excel, and PowerPoint.
3. Highly developed project management skills including task and time management, budgetary control, complying with Council's procurement policy, adhering to Council's tender process, planning and managing workloads to complete projects within prescribed timeframes, on budget and with limited supervision.
4. Well-developed liaison skills with the ability to gain co-operation and build rapport with multi-disciplinary teams, Council staff, government agencies and external stakeholders to develop effective and productive working relationships and achieve positive organisational outcomes.
5. Well-developed written, verbal and graphical communication skills, with the ability to prepare, develop, present on a variety of subjects as required, clearly and concisely for a range of audiences.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Roads & Traffic	December 2025	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date