

Information Pack

Landscape Architect

Full Time – Fixed Term (12 Months)

Your application should be lodged online – [City of Rockingham Jobs](#)

Applications must be received by **4pm on Friday 11 September 2026**

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

The City reserves the right to close applications early, should it consider a suitable pool of candidates have been received. This means the position may close without notice. If you are interested in the position, we highly recommend that you apply as soon as possible.

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process, please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Administration Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$102,707 to \$110,461 per annum (depending on experience)
Tenure	Full Time, Fixed Term (12 months)
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20th day rostered off). Other options may be discussed and agreed with the work area Manager. This arrangement only applies when working full-time hours.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Landscape Architect
Tenure:	Fixed term (12 Months), Full time
Division:	Planning and Development Services
Level:	6 - City of Rockingham Industrial Agreement 2024

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Provide specialised input into the statutory and strategic planning processes to positively contribute to land development in the City
 - Provide specialised input into the review of Public Open Space and streetscape designs
 - Assist the Land and Development Infrastructure Team and Senior Landscape Architect with broad landscape structure planning development objectives
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Organisational Relationships

Reporting to:	Senior Landscape Architect
Responsible for:	Nil
Membership of:	Landscape and Development Infrastructure Team
Liaison with:	City of Rockingham teams including: Strategic Planning, Statutory Planning and Parks Services, stakeholders, customers and clients

Organisational Chart

Director Planning and Development Services
Manager Land and Development Infrastructure
Senior Landscape Architect
Landscape Architect

Key Responsibilities

Land Development

- Ensure landscape and streetscape designs are assessed in accordance with City objectives, policies, standards, relevant legislation and best practices
- Liaise with developers on Public Open Space Development proposals for subdivision works and development applications
- Ensure that Practical Completion inspection documentation is received, archived, and where necessary forwarded to other relevant service areas
- Liaise with Asset Management Services in providing information for the register of developer contributed parkland assets

Liaison and Communication

- Liaise with internal and external agencies to investigate, assess, negotiate and respond to enquiries relating to current and future planned works

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organization.

Corporate Compliance

- Maintain safe and compliant work practices in accordance with Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to workplace health and safety and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Requirements of the Job

Skills and Knowledge

- Comprehensive understanding of landscape architectural principles and the interpretation of relevant technical data
- Sound interpersonal, written and verbal communication skills
- Understanding of urban and rural landscape design criterion
- Sound report writing skills
- Developed knowledge of computer applications including MS Word, MS Excel and CAD packages
- Comprehensive knowledge of project planning, design assessment, construction techniques, materials and equipment associated with public open space related development works

Experience

- Relevant experience in regulatory principles relating to land development of public open spaces
- Considerable experience in landscape and streetscapes design
- Experience working with regional stakeholders including the Department of Lands
- Sound ability to research and problem solve

Qualifications, Certifications and Licences

Essential

- Degree in Landscape Architecture or Urban Design
 - Current 'C' Class Driver's License
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Scope of Position

The Landscape Architect:

- Work under the general supervision of the Manager Land and Development Infrastructure and Senior Landscape Architect
 - Perform assigned tasks within a satisfactory timeframe
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Certification

Approved by	Manager Land and Development Infrastructure		
Number of pages	Three	Date reviewed	August 2023

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement, and you must address these as part of your application. If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.
Covering Letter (Required)	Please include a covering letter, summarising your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification. Some positions require you to have a current Working With Children Check; this will be stated in the Requirements of the Job section of the position description. You must pay for the Check, and the City will not reimburse costs.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au or by calling 08 9528 0333.