

POSITION	POSITION NUMBER
Team Leader Open Space Planning and Design	
CLASSIFICATION	LOCATION
Band 8	Phoenix Building
DEPARTMENT	DIVISION
City Design	Development and Growth

Organisational Context

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 250,000 people.

City Design is a unit within the Development and Growth Division which is responsible for delivering quality design projects in streetscapes and the public realm, open spaces, new links for walking, cycling and recreational trails, upgrades to major urban renewal sites and other urban and landscape design projects.

Position Objectives

The objectives of the Team Leader Open Space Planning and Design are to:

- Lead the implementation of the Ballarat Open Space Strategy
- Lead the development and implementation of other complementary policy, plans and guidelines related to open space matters
- Develop and pursue an ambitious design agenda to lift the quality of open spaces, parks and reserves in Ballarat, on projects led by both the Open Space group within the City Design unit, other areas of Council and the private sector.
- Oversee and manage the Open Space Developer Contributions Scheme to ensure the monies collected on behalf of Council are spent in accordance with the *Subdivision Act* and relevant Council guidelines.
- Lead and oversee open space planning referrals and the provision of relevant advice consistent with Council Policy, requirements and good design practice.
- Establish and maintain a program of landscape surveillance for new open space areas and streetscapes constructed as part of private developments.
- Manage the assessment and issuance of Practical Completion, Project Surveillance during the Landscape Maintenance Period, acceptance and release of bond monies and co-ordination with the delivery and acceptance of these projects with other Teams not limited to Planning, Infrastructure and Parks.
- Provide team leadership within the Open Space Planning and Design team, to deliver relevant Council strategies and objectives
- Oversee the design, development and delivery of open space projects, including managing and supervising the associated capital works program.

Key Responsibility Areas

All Employees and Volunteers:

- Report hazards and incidents as soon as possible
- Constructive participation in investigations and assistance in implementing corrective actions
- Wear PPE and follow safe work procedures as directed
- Constructively participate in monthly team meetings.

This Position:

The position requires an outstanding communicator and leader, with the ability to influence both internal and external stakeholders to achieve great designs and community focussed outcomes.

The position will be responsible for building an appreciation and capacity for quality people focussed and appropriate design across the open spaces of the City of Ballarat and designing and delivering improved open space outcomes for the community. It will lead the development and implementation of a range of projects ranging from strategic 'visioning' to site specific design and construction.

Design leadership

- Lead the in-house design team so as to build their capacity for quality place-based designs for new and upgraded open spaces, parks and reserves.
- Identify and apply best practice approaches to the design of open spaces, ensuring the team creates enduring and timeless designs that meet community needs.
- Manage the capital works program of project delivery, ensuring exceptional outcomes for the community through quality design and construction of projects.
- Supervise the delivery of capital works including providing design direction, coordinating staff work programs, approving consultant briefs and overseeing construction supervision (ensuring compliance with relevant standards and codes).
- Provide the Executive Manager City Design with regular reports and updates on projects and staff
- Provide expert input to organisational or external stakeholder designs, strategies, policies and procedures, sometimes assisting with their delivery as required.
- Act as an advocate for good quality design to both internal and external stakeholders
- Adhere to all Council's policies and procedures relevant to this position.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Referrals Advice

- Provide timely referral advice as required and support staff as required in providing planning advice to landscape plans and applications that impact open space areas.
- Provide advice as required to the planning department on the matter of Open Space provision re land and/or contribution.
- Lead on reform to planning and other internal processes, policies and procedures that relate to the development of open space to get better design outcomes.

Financial and Contract Management

- Prepare and manage relevant components of the unit budget, including operational and administrative functions and prepare reports to Executive Manager City Design.
- Develop, negotiate and manage a range of contracts, agreements and arrangements for the efficient and effective delivery of services and the achievement of outcomes.
- Deliver projects and undertake tasks in accordance with budget allocations.

Management and Leadership

- Provide leadership in the workplace by modelling high standards of work performance, positively influencing teams and individuals, negotiating, mediating and resolving conflict and clearly communicating the vision and values of Council.
- Manage and develop the staff of the section to ensure those individual skills are enhanced and potential realised.
- Ensure the effective conduct of the Performance Review Planning and Development Program for staff and effective implementation of other HR policies and procedures including risk management and occupational health and safety.

- Develop and maintain a culture in which staff anticipate and deliver services in a responsive manner and seek ways of continually improving their work practices.

General Management

- Co-ordinating responses and reviewing reports and correspondence in response to organisation and public requests.
- Participating in and, where appropriate, take a leadership role in corporate initiatives such as Corporate Management Team meetings, the Council Plan, Organisation Development, Continuous Improvement and Performance Management activities as it relates to open space planning and design.
- Conduct risk assessments and implement risk reduction strategies in association with Council's Risk Management Coordinator.
- Actively strive to introduce efficiencies and economies in the performance of the team as a contribution to ongoing productivity improvement.

Organisational Responsibility

- Practise and promote Council's EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment.
- Promote a positive image of the Council to members of the public through professional standards or personal presentation and through the provision of services/advice in a courteous and efficient manner.
- Performance of other duties as required provided such duties are within the limits of the position occupant's skills, competence and training.

REPORTS TO:

Executive Manager City Design

DIRECT REPORTS:

Senior Landscape Architect
Project Officer – City Design
Design Advisor – City Design
Landscape Development Officer
Contractors

ORGANISATIONAL RELATIONSHIPS

Internal:

All Council Staff

External:

Departments/Agencies
Peak community and industry bodies
Professional consultants and their organisations
Developers and investors
Community groups and organisations
Individuals seeking information

Accountability and Extent of Authority

- Provide high level guidance regarding development of landscape and open space design policy, strategies and practice across the organisation.
- Lead the development of landscape and open space design capacity, skills, direction and value across the organisation.
- Accountable for contributing to team direction, giving and receiving feedback and achieving agreed performance standards in order to contribute to a culture of performance excellence.
- Accountable for participating in multi-disciplinary project teams including consultants to achieve performance targets on time and within budget.
- Manage the development and monitoring of the relevant components of the Open Space program and budget.

- Represent Council and the Department at key stakeholder forums.
- Develop, monitor and review project plans and schedules, in accordance with the wider Business Plan of the unit.

Judgement and Decision Making

- Highly developed problem solving and the capability to lead the resolution of challenges to deliver successful outcomes.
- Provide high level advice to the Executive Manager City Design and other Council officers across the organisation.
- High degree of judgment and decision making is required in leading design actions across the organisation.
- Exercise judgement in terms of liaison with other units of Council and the exchange of relevant information.
- Exercise judgement in terms of liaison and negotiation with internal and external individuals and organisations.
- Work in partnership with colleagues to agreed performance standards and mutual expectations.
- Ability to analyse issues and recommend alternatives.

Specialist Skills and Knowledge

- Extensive demonstrated experience in the planning and design of open spaces, park and reserve projects, particularly with or within Local Government context
- Strong project management background with demonstrated experience on a variety of complex projects.
- Extensive experience in stakeholder engagement and community consultation.
- Demonstrated graphic and presentation skills including writing and delivery quality reports and publicly presenting material to simply deliver complex ideas.
- Demonstrated knowledge and experience in Standards Australia codes and practices, Victorian local government statutory requirements, and processes necessary in the design and development of open space projects.
- Demonstrated understanding and knowledge of design considerations in heritage contexts
- Proficiency in MS Office, AutoCAD, the Adobe Suite, and GIS.

Management Skills

- Ability to simultaneously manage multiple projects with competing deadlines, taking into consideration constraints and opportunities.
- Provide leadership to the organisation through communicating the value and importance of quality open space planning and design outcomes for the community.
- Highly developed organisational skills.
- Ability to exercise initiative and work both independently and cooperatively.
- Demonstrated skills and experience in team development, management and leadership.
- A positive 'can do' attitude with a flexible approach to work.
- Understanding of and ability to comply with Council's personnel practices including Equal Employment Opportunity and Occupational Health & Safety.
- Strong communication skills including the capacity to act as advocate and ambassador for the City.
- Ability to lead employees with diverse and extensive experience.

Interpersonal Skills

The officer demonstrates excellent communication and interpersonal skills at a level that enables them to:

- Act as an advocate and ambassador for the City of Ballarat and the relevant design projects.

- Collaborate effectively with other team members, peers and the management team.
- Gain the cooperation from a wide range of external and internal stakeholders, by developing and maintaining ongoing professional relationships.
- Ability to communicate effectively and influence at all levels, clearly conveying complex concepts, information and ideas.
- Strong relationship building and stakeholder management skills.
- Strong verbal and written communication skills.
- Ability to work both collaboratively as part of a cohesive team and autonomously
- Ability to build a cooperative and productive working environment.
- Ability and desire to mentor and develop skill of others.
- Demonstrated negotiation skills to gain cooperation of internal/external clients, to assist with problem solving.

Qualifications and Experience

- Tertiary qualification in Landscape Architecture, Open Space Planning or other relevant discipline.
- Extensive experience in the design of open spaces, parks and reserves, ideally within a similar public-sector environment.
- Extensive experience in project management and leading the development and implementation of open space proposals, plans and policies.
- Demonstrated experience working as a designer on a range of projects.

SELECTION CRITERIA

Essential

- Demonstrated leadership experience related to the design of open spaces, parks and reserves.
- Demonstrated capacity to draw quality sketch, concept and detailed designs for parklands and open spaces using AutoCAD and related software (a portfolio of relevant designs / projects should be submitted with the application).
- Demonstrated experience preparing / reviewing landscape plans associated with development applications.
- Demonstrated people management experience including the ability to inspire a diverse team, collaborate, encourage innovation and reform, and create a positive team culture.
- Demonstrated high level of leadership, interpersonal, communication, consultation and negotiation skills, as well as the ability to articulate issues and influence outcomes.
- Tertiary qualifications in an appropriate design discipline or approved equivalent professional qualification (e.g. Landscape Architecture) and several years' experience managing, designing and delivering relevant projects within or with Local Government.

Desirable

- Demonstrated experience using Adobe Creative Suite (Illustrator and In Design) or similar
- Senior or middle management experience highly regarded.