

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Project Officer – City Design	3234
CLASSIFICATION	LOCATION
Band 6	Phoenix Building
DEPARTMENT	DIVISION
City Design Agreement	Development and Growth
Ballarat City Council Enterprise Agreement No.9, 2023	

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 responsible for implementing the Ballarat Open Space Strategy, planning, designing and delivering upgrades to parks, playspaces and reserves, and delivering quality design projects in streetscapes and the public realm, new links for walking, cycling and recreational trails, upgrades to major urban renewal sites and other urban and landscape design projects.

Position Objectives

- Assist the City Design Unit to grow the design capacity and capability of the organisation related to planning and design of parks, reserves and the public realm
- Support implementation of the Ballarat Open Space Strategy
- Support open space planning activities across the Municipality
- Support the unit to provide design solutions for a range of place-based projects encompassing streetscapes, urban renewal, parks and reserves, linear trail and transport corridors and other key sites and precincts
- Contribute to a culture in which staff anticipate and deliver services in a responsive manner and seek ways of continually improving their work practices
- Provide project support relating to a range of Council and other agency led infrastructure public realm projects
- In collaboration with other staff, work with contractors and Council project delivery units in the design and construction phases of relevant projects

Key Responsibility Areas

Open space planning

- Undertake open space planning activities to support implementation of the Ballarat Open Space Strategy, including developing new open space related policies and procedures and advising on related issues.

Design capacity

- Development of open space, parkland, playspace and public realm projects from feasibility through concept and sketch design, preparation of functional layouts, design development and documentation as part of an in-house design team
- Preparation of high- quality design collateral including visualisations where required for community, stakeholder and funding body engagement purposes

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Project Management and Procurement

- Assist to manage projects, contracts and funding agreements to ensure that services provide the specified outcomes and are effectively delivered within budget and against pre-determined timelines.
- Manage components of public realm design projects which are undertaken internally and those which are outsourced.
- Act as City of Ballarat client (as required) for large-scale design projects undertaken externally including assisting in the preparation of feasibility, design, planning and other documentation, evaluation of submissions and fee proposals.
- In collaboration with other staff, undertake procurement for relevant design projects by:
 - Developing quotes and tenders, Expression of Interest (EOI) documentation, contract documentation and consultant's briefs;
 - Coordinating tender processes with Council's Procurement Officer;
 - Assessing EOI, tender and consultants' submissions and awarding contracts in accordance with Council's financial delegations and contracting processes;
 - Referring recommendations for tenders and EOIs to the appropriate delegated authority for approval prior to awarding the contract.

General

- Establish effective internal relationships with City of Ballarat officers to coordinate outcomes.
- Deliver the key projects and activities agreed to in the role's Annual Work Plan.
- 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 in accordance with the qualification and skills of the officer.

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.

REPORTS TO:	DIRECT REPORTS:
Team Leader Open Space Planning and Design	None
ORGANISATIONAL RELATIONSHIPS	
<u>Internal:</u> All divisions	<u>External:</u> Community Key stakeholders Special Interest Groups Funding bodies Developers, investors, property owners Individuals seeking project information

Accountability and Extent of Authority

- Assists to deliver projects and undertakes tasks in accordance with budget allocations and work plan
- Works under the guidance and direction provided by the Team Leader Open Space Planning and Design and other senior officers as appropriate
- Operates in a broad organisational framework with supervision
- When providing professional advice, freedom to act is limited by standards, legislation and procedures relevant to the tasks to be undertaken within this position. Scope exists to exercise initiative in the

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positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes.

Judgement and Decision Making

- Uses innovative methods, judgement and decision making to solve problems related to assisting in designing and delivering designs and physical works related to City Design projects
- Suggests development or improvement of current work practices using knowledge and experience previously gained.
- Uses sound judgement when analysing problems, decisions and actions, identifying and escalating critical issues to the Team Leader Open Space Planning and Design or more senior staff
- Always act within the best interests of Council.
- Guidance and advice are usually available.

Specialist Skills and Knowledge

- Proven ability to develop and sustain a high level of community and stakeholder involvement, under supervision of the Team Leader Open Space Planning and Design.
- Developed written skills to support development of tenders, briefs and reports
- Developed skills in project management through design, consultation and delivery stages
- Knowledge and understanding the benefits and importance of quality design of public spaces
- Ability to provide high level customer experience in interactions with the community.

Management Skills

- Collaborates with a team of highly motivated employees.
- Ability to meet set timelines, prioritises plans and goals outlined in Council's strategic documents and business plans within budget and time parameters.
- Provide a high level of response and customer service to stakeholders ensuring colleagues and stakeholders are regularly appraised of project progress.
- Has an awareness of and commitment to Occupational Health and Safety (OH&S) and Equal Employment Opportunity (EEO) principles.
- Ability to manage others and gain their cooperation to achieve required objectives (i.e., consultants engaged for specific project-based work)
- Ability to effectively liaise with a range of stakeholders both internal and external often within a complex work environment

Interpersonal Skills

- Well-developed oral and written communication and interpersonal skills
- 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.

Qualifications and Experience

- Tertiary qualifications in Landscape Architecture, Open Space Planning or related discipline or relevant practical experience working on projects in open spaces and the public realm
- Demonstrated experience designing / delivering and or communicating projects which are intended to improve open spaces, parks, reserves and the public realm, within a local government context desirable
- Strong administrative and organisational skills including experience in project management and preparation of tender documentation, contracts, briefings, proposals etc.

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- Excellent stakeholder engagement skills with demonstrated experience in managing relationships in a political environment
- Proven attention to detail and ability to be planned and organised.
- Intermediate proficiency with using computer programs and systems (AutoCAD, the Adobe Suite, SketchUp and/or GIS systems experience is desirable)

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated experience in the day-to-day project management of complex projects that are effectively delivered within budget and against pre-determined timelines.
- Demonstrated experience in stakeholder engagement for projects in the public realm
- Demonstrated high level of interpersonal, communication and consultation skills.

City of Ballarat Core Values

We are honest and transparent  • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest.	We are accountable  • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect.	We value everyone  • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation.	We work with and for our community  • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably.	We work together  • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

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ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date: