

POSITION DESCRIPTION



1. POSITION DETAILS

Position Title:	Senior Urban Designer
Division:	City Planning, Development and Transport
Unit:	Strategic Planning and Urban Design
Management Level:	Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

Urban Design Coordinator

Titles of Positions which report to this position:

Contractors for which this position is responsible:

Consultants and Temporary staff as required

3. PRIMARY PURPOSE OF POSITION

To ensure that the City Plan Review process and outputs are comprehensive, contemporary, relevant and reflective of the Council's and community's goals.

To contribute urban design expertise to the development of both urban design strategy and controls that will in turn, contribute to the City Plan, being the comprehensive Local Environmental Plan and Development Control Plan for the City of Sydney Local Government Area.

To contribute other related expertise (for example: community/stakeholder consultation and facilitation skills) to the processes for reviewing and developing urban design strategy and controls.

To liaise as required with other divisions of the City of Sydney (such as the Chief Operations Office and City Projects divisions), to ensure that quality urban design outcomes are delivered across private and public scenarios.

The position may involve the project management of issues involving management of staff, liaison with other units, and work related to other disciplines (i.e. strategic planning, development assessment, heritage issues).

4. POSITION OBJECTIVES

The City of Sydney aims to develop a competitive workforce culture and work performance, based on values that include:

- Integrity and professionalism;
- High competency levels;
- Team work, innovation and willing participation;
- High quality outputs and customer service;
- Acknowledgement of the contribution that each person makes;
- Consultation on workplace change; and
- Respect for the individual.

The major objectives specific to the Senior Urban Designer are:

- To coordinate the preparation of standards, policies and strategies to achieve high quality, cohesive public domain and urban design projects for the City of Sydney.
- To provide project management, planning, design and coordination skills on all aspects of major urban design projects in City of Sydney, whether initiated by the City or by private developers.
- To develop innovative initiatives (policy, strategy, educational) to enhance urban design in the City of Sydney.
- To manage and review the City's Design Excellence provisions and processes.
- To supervise staff (whether internal or contractors/consultants) as required in the delivery of the above objectives.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

- Contribute to, prepare and/or oversee the preparation of urban design studies, local environmental plans, development control plans and the City's urban design policies.
- To prepare briefs, recommend consultations and oversee preparation of reports on urban design issues, either in their own right, or as a component of wider projects.
- To contribute to other areas of the Strategic Planning and Urban Design Unit, for example: community consultation and facilitation exercises.

- To supervise staff (whether internal, or contractors/consultants) to deliver high quality projects within established deadlines and timeframes.
- To promote design excellence in the policy context and in development, be it public or private projects.
- To liaise with and provide advice to other Council Divisions on both urban design and general strategic planning matters.
- To provide advice to the Council and the Central Sydney Planning Committee on the implications of Local and State Government planning initiatives as they relate to urban design.
- To deliver briefings to the Council and the Central Sydney Planning Committee as required.
- To prepare reports to the Council and the Central Sydney Planning Committee as required.

6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

7. AUTHORITY TO ACT

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are

consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.



8. ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- Degree in urban design, architecture or urban planning.
- Demonstrated experience at a senior level in developing urban design provisions as part of the strategic planning process (i.e. for inclusion in local environmental plans, development control plans, policies and strategies).
- Extensive experience in land use planning, significant public domain or landscaping projects, working with multi-disciplinary teams, and involvement in urban planning processes.
- Proven design skill and experience in reviewing and providing urban design assessment of development applications, from minor applications to complex, multi-million dollar proposals.
- Superior oral communication, written and illustrative/graphic communication skills.
- Ability to produce high quality outcomes within established timeframes and within limited supervision.
- Proven ability to commission and manage consultants to successful and timely outcomes and to manage staff for both defined projects and day-to-day operations.
- Knowledge of relevant computer packages, such as CAD packages
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

Desirable Criteria

- Prior experience in a senior or management level position.
- Current drivers licence