

# Position Description (Employee)

## Urban Designer

<b>Division</b>	<b>City Planning, Development &amp; Transport</b>
<b>Business Unit</b>	<b>Planning Assessments</b>
<b>Grade/Band</b>	<b>Band 7</b>
<b>Date position description approved</b>	<b>31 January 2020</b>

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

### Primary purpose of the position

The Urban Designer assesses the design quality of proposed developments and provides urban design and architectural advice to planners and other stakeholders. This helps the City deliver design excellence in the built environment consistent with *Sustainable Sydney 2030*.

### Key accountabilities

- Provide high quality, well balanced and practical urban design advice in response to development applications referred by the Planning Assessments Unit to deliver design excellence in the built environment.
- Meet and communicate with applicants, developers and other stakeholders using judgement, professional expertise and appropriate discretion to negotiate, mediate and resolve conflicts and achieve the best possible solutions to urban design issues arising in the development process.
- Attend Design Advisory Panel, Design Advisory Panel Residential Sub-committee, Council, Central Sydney Planning Committee, Sydney Local Planning Panel and other

public briefings and meetings to present, explain and discuss design issues identified during detailed review.

- Assist with the administration of the Design Advisory Panel Residential Sub-committee to canvass design issues with expert peers and deliver timely, authoritative advice to applicants.
- Guide, support and educate less experienced Council staff and/or students to improve our organisational knowledge of design excellence and good urban design practice.
- Liaise with, provide advice and share information with other Council units so that urban design learnings from the development assessment process and the built environment are effectively incorporated into planning instruments and other Council policies, initiatives and projects.
- Appear as an expert witness in the NSW Land and Environment to assist the court with evidence in the determination of planning appeals.
- Prepare briefs for temporary staff and consultants and manage them to ensure the successful completion tasks to meet the brief, budget and timeframe.

## Key challenges

- Delivering high quality, consistent and timely work given that planning assessments is a reactive work environment with many parallel tasks and competing priorities and deadlines.
- Communicating and negotiating effectively and professionally with a broad range of internal and external stakeholders given that conflicts and differing interests are often inherent to the planning assessment process.
- Keeping abreast of architectural design excellence, technical building issues, changes in statutes and policies, and decisions of the Land and Environment Court, given the rapid pace of change in the field of planning and the built environment.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive advice and report on progress in resolution of design issues</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Colleagues	<ul style="list-style-type: none"> <li>• Guide, support, coach and mentor team members</li> <li>• Lead discussions and decisions regarding key design, technical and organisational issue</li> </ul>
Stakeholders (Recruitment, HR Business Partners, Learning & Development, Business Improvement)	<ul style="list-style-type: none"> <li>• Provide expert advice on design and sustainability issues</li> <li>• Optimise engagement and communications to achieve defined outcomes</li> <li>• Manage expectations and resolve issues</li> </ul>

Who	Why
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>Engage with, consult and negotiate optimum design and sustainability outcomes. Manage expectations and resolve issues</li> </ul>
Service Providers and Consultants	<ul style="list-style-type: none"> <li>Communicate needs, facilitate routine transactions and resolve issues</li> <li>Negotiate and approve briefs, contracts and service agreements</li> <li>Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements</li> </ul>

## Key dimensions

### Decision making

The position is accountable for decisions regarding work planning and programming, for the provision of advice to team members and relevant stakeholders on design and sustainability matters and for the routine administration of consultancy contracts.

### Reports to

Urban Design & Heritage Manager

### Number of direct reports

No direct reports

## Essential Knowledge, Skills & Experience

A degree-level qualification in Architecture, Urban Design, Urban Planning or a related discipline.

Private and/or public sector experience in architecture, urban design or development assessment.

Ability to reason conceptually, and readily acquire and apply new information to make clear decisions and resolve problems, inspire design outcomes and promote design excellence.

Excellent graphic, written and oral communication skills and experience in making presentations.

## Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	<b>Act with Integrity and Courage</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Adept
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Intermediate
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
Resources	Finance	Intermediate
	Technology and Information	Intermediate
	<b>Assets and Tools</b>	<b>Intermediate</b>
	Procurement and Contracts	Intermediate

*\*This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

## Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with integrity and courage	Adept	<ul style="list-style-type: none"> <li>• Acts honestly, ethically and with discretion and encourages others to do so</li> <li>• Sets a tone of integrity and professionalism with customers and the team</li> <li>• Supports others to uphold professional standards and has the courage to report inappropriate behaviour</li> <li>• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>

<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Builds a network of work contacts/relationships inside and outside the organisation</li> <li>• Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>• Negotiates from an informed and credible position</li> <li>• Influences others with a fair and considered approach and sound arguments</li> <li>• Encourages others to share and debate ideas</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Gathers and investigates information from a variety of sources</li> <li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>• Asks questions to get to the heart of the issue and define the problem clearly</li> <li>• Analyses numerical data and other information and draws conclusions based on evidence</li> <li>• Works with others to assess options and identify appropriate solutions</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>