

<b>Position Title</b>	Landscape Architect
<b>Department</b>	City Future
<b>Unit</b>	City Plan and Transformation
<b>Team</b>	Landscape - Public Domain
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Landscape - Public Domain
<b>Grade</b>	G
<b>Date Prepared</b>	5/04/2023
<b>Date Last Updated</b>	6/08/2025

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

The position will manage key projects that will accommodate growth and develop Canterbury Bankstown as a sustainable city over the next 25 years. The successful applicant will inspire others to value design excellence, place making and liveability. They will embrace Council's mission to collaborate and innovate to become a leading organisation. □

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The Landscape Architect will prepare, project manage the design and development of key landscape masterplans, open space and playspace designs, shade structure/ building and amenity projects, public artwork and Liveable Centres streetscape projects. They will ensure the projects are completed on time and to budget whilst protecting the integrity of the design and ensuring full compliance with regulations. They will balance risk, program, cost and design integrity. □

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The Landscape Architect will work predominantly client-side with internal and external consultant teams and contractors, building relationships and ensuring the best outcome for each project. The Landscape Architect will provide landscape architecture and design quality advice for Council and work with Council's City Assets Department to ensure design integrity during delivery of soft and hard landscape construction works. Projects will have a strong focus on community engagement and communication as well as meeting legislative and governance requirements. □

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In addition, the role will provide specialist landscape and urban design input into Council's broader sustainability programmes and to green infrastructure projects to improve the natural and built environment outcomes. As part of this wider role, the position will work in teams that provide quality design and project development services for a range of town centres, urban planning, recreation, bushland / natural area.

## Accountabilities






- Develop a framework and detailed concept designs for key parkland and urban spaces as part of the CBD Renewal Program, working with Works and Projects Team for construction delivery.

- Manage projects arising from the Liveable Centres Program, including the development and delivery of quality urban spaces, including provision for community-developed public art.
- Prepare detailed designs and cost estimates for a variety of recreational, open space and landscape projects including active and passive recreation areas, playgrounds, general landscaping, urban public domain areas.
- Ensure that all designs are completed in accordance with acceptable professional standards, and where applicable, to the requirements of utility service providers and government authorities.
- Participate in community consultation processes and prepare concept design, detailed design, tender documentation and review of environmental factors for projects identified on the Capital Works Program in conjunction with other Departments of Council.
- Develop and document landscape master plans suitable for public exhibition for sites as required that may include stakeholder's consultation. Ability to convey design ideas through graphic presentation and drawings / sketches is essential.
- Ensure all design activities conform to CBC quality management systems and relevant policies.
- Provide a technical advisory service to other Departments of Council on environmental, design and landscape matters.
- Prepare project brief, program, deliverables and contract documentation for external consultants as required, for projects pertaining to environmental, landscape design, playspace design and public artwork projects.
- Prepare presentation briefings, correspondence and write reports and issues papers as required.
- Contribute to the preparation of grants submissions, project development and reporting.
- Undertake other projects and/or tasks, as required, to achieve the works program.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Adept
	Display Resilience	Adept
	<b>Act with Integrity</b>	Advanced
	Safety and Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	<b>Procurement and Contracts</b>	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position 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 satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/ unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> </ul>

		<ul style="list-style-type: none"> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Resources</b>		
Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> <li>• Helps others understand and comply with basic ordering, receipting and payment processes</li> <li>• Contributes to the identification of business requirements, deliverables and expectations of suppliers</li> <li>• Provides objective input to evaluation processes for proposals and tenders</li> <li>• Works with suppliers and contractors to ensure that goods and services meet time and quality requirements</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Qualifications in Landscape Architecture, Landscape Design or recognised equal in related design field
- Current C Class Drivers Licence
- White Card

### Essential Experience

- Minimum 4 years post-graduate work experience in Landscape Architecture, or completed Masters in Landscape Architecture
- Experience or demonstrated skills in all stages of open space planning, open space design, playspace design, urban renewal and environmental improvement projects;
- High-level skills and experience in design and documentation using AutoCAD, skills in technology relevant to presentation graphics, and skills in Adobe creative suite including Photoshop, Illustrator and Indesign;
- Demonstrated high quality written, graphic and verbal communication skills;
- Experience in, or a demonstrated understanding of project management processes including project planning and programming, design and review, community engagement, procurement and purchasing processes (RFQ and RFT), and construction techniques (managed by others);
- Experience in working within multi-discipline teams which may include Architects, Landscape Architects and Designers, Artists, Engineers, Contract Managers, Quantity Surveyors, and Contractors et al;
- Display interpersonal skills in negotiation, advocacy, consultation skills, and strong customer service focus;
- AILA registered or eligible for registration with AILA.

## Desirable Qualifications and or Experience

- Knowledge in current arboriculture and horticulture practices;
- Knowledge in current environmental best practices;
- Local or State Government experience.
- 3D modelling in REVIT, SketchUp, Lumion or similar.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>