

Position Title	Design Architect - Building
Department	City Assets
Unit	Asset Design
Team	Design Team - Building
Supervises	0
Reports To	Team Leader Design
Grade	G
Date Prepared	18/02/2025
Date Last Updated	17/07/2025

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

To successfully deliver building design documentation from concept to detailed construction documentation on allocated capital works projects.

Accountabilities

- To prepare and design a range of building design documentation on Capital works projects and programs.
- To procure and lead a team of diverse specialist consultants to assist with the delivery of design components of assigned projects, including coordination.
- Work closely with Team Leader Design, Asset Partners and stakeholders to ensure maximum number of well coordinated detailed documented projects are 'shovel ready' at the commencement of each financial year to maximize delivery outcomes.
- Mentor graduates and drafters in the delivery of the assigned projects ensuring the best design quality outcomes are achieved.
- Develop and foster good working relationships across Council and with internal and external project stakeholders.
- Review and propose amendments to design documentation and procedures from time to time to ensure highest level of efficiency is gained.
- Assist and advise staff on resolution of issues with consultants and other service providers ensuring Council's position is always protected.
- Be a willing participant in the continuous improvement initiatives of the Unit management to ensure value for money is achieved on all projects designed.
- Ensure engagement with all stakeholders prior and during design and documentation development of projects, individually or via project control groups (PCGs) on all your Team's allocated projects.
- Prepare and maintain project estimates are in line with allocated project budgets.
- Perform all other duties as required by the Manager.

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
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	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
Results		
Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Resources		
Technology and Information	Intermediate	• Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Personal Character		
Act with Integrity	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Results		
Innovate and Improve	Adept	• Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation • Identifies, shares and encourages suggestions for organisational improvement • Experiments to develop innovative solutions

* 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 General Manager.

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

- Minimum 3 years industry experience post graduating with a Bachelor of Architecture (Building) or similar tertiary qualification.
- Class C Drivers' Licence
- WHS construction induction certification

Essential Experience

- Minimum of 3 years industry experience as a Building design and documentation Architect.
- Skilled in the review of survey drawings and site analysis in the preparation of building design documentation.
- Experienced in the application of current Australian standards, BCA, DDA, Council DCPs and preparation of documentation of DA, CC.
- Demonstrated competency in the use of software programs, e.g. Autocad, Revit & MS Suite.
- Well-developed knowledge of construction cost estimating and extraction of quantities for building projects.
- Well-developed knowledge and experience in developing "safety in design" reports on project designs.
- Knowledge of and ability to prepare REFs (Review of Environmental Factors) for design projects in accordance with EP&A Act of 1979.
- Excellent written and verbal communication skills.
- Demonstrated exceptional level of customer service.
- Demonstrated high-level communication skills, both oral and written including reports.
- Demonstrated innovative design capabilities and documentation skills.
- Ability to work as part of a team and autonomously.

Desirable Qualifications and or Experience

- Further training, experience and/or qualification in the field of building design development and architecture.

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