

<b>Position Title</b>	Executive Urban Designer
<b>Department</b>	Planning
<b>Division</b>	
<b>Unit</b>	City Strategy & Design
<b>Team</b>	Urban Design
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Urban Design
<b>Grade</b>	I
<b>Date Prepared</b>	16/03/2026
<b>Date Last Updated</b>	23/03/2026

## 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 City Strategy and Design Unit delivers a complex and strategically significant portfolio of work, including major place-based master planning, design excellence initiatives, planning proposal assessments, and the preparation and modernisation of Council's planning instruments.

The Executive Urban Designer plays a senior specialist role within the Urban Design Team, providing authoritative urban design leadership across high-impact, multidisciplinary projects. The position is responsible for embedding design excellence, shaping strategic and statutory planning outcomes, and delivering design-led solutions that influence decision-making across Council and with external stakeholders.

Working with a high degree of autonomy, the Executive Urban Designer provides expert professional advice on urban design, built form, and placemaking to support Council's strategic planning and city-shaping priorities.

The role strengthens design capability across the organisation, contributes to improved community outcomes, and ensures the city's growth is guided by high-quality, sustainable and people-centred design principles.

## Accountabilities






- Act as Council's senior urban design authority, championing design excellence across strategic, statutory and place-based planning initiatives.
- Manage and contribute to complex project portfolios, including place-based master planning, urban renewal, design excellence initiatives, public domain frameworks and Council-led projects.
- Deliver high-level specialist urban design advice that directly influences and shapes outcomes on planning proposals, development applications and State Significant Developments.
- Lead the application, interpretation and continuous improvement of urban design principles, built form frameworks and placemaking strategies to achieve high-quality, context-responsive outcomes.
- Develop, review and update development controls, design guidelines, spatial frameworks and design policies that guide development and strategic planning outcomes.

- Provide expert review and quality assurance of urban design work produced internally and by external consultants to ensure alignment with Council's vision, objectives and design standards.
- Synthesize urban design, planning, environmental, social and economic considerations to deliver balanced, implementable and sustainable city-shaping outcomes.
- Apply critical thinking and creative design resolution to complex, sensitive and high-profile urban design challenges.
- Visually communicate and test design principles through spatial analysis, scenario testing, design modelling and negotiation to support informed decision-making.
- Manage the Design Review Panel program, including facilitation of panel sessions, preparation of documentation, performance monitoring and continuous improvement of processes and outcomes.
- Monitor contemporary urban design trends, innovation and best practice to ensure Council remains forward-looking and aligned with industry standards.
- Maintain practical awareness of project cost implications to ensure design recommendations are feasible, value-driven and aligned with approved budgets.
- Represent Council in negotiations and forums with State and Federal agencies, planning panels, the Land and Environment Court, industry professionals and other key stakeholders.
- Advocate effectively for high-quality urban design outcomes through clear, persuasive and evidence-based advice to technical and non-technical audiences.
- Engage with the community to build understanding of urban design principles and support transparent, design-informed engagement processes.
- Strengthen Council's internal design literacy by promoting collaborative, multidisciplinary approaches to planning and city-shaping projects.
- Provide professional leadership, coaching and mentorship to uplift urban design capability and assessment quality across the Urban Design Team and broader unit.
- Assist the Team Leader Urban Design as required, including acting in the role for short periods when necessary.
- Ensure all work complies with Council's quality management systems, governance requirements, policies, procedures and professional standards.
- Undertake other duties as required, consistent with the responsibilities of the position.

## 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 – Senior Technical / Professional Specialist

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Advanced
	Display Resilience	Adept
	<b>Act with Integrity</b>	Advanced
	Safety and Accountability	Advanced
 <b>Relationships</b>	<b>Communicate and Engage</b>	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	<b>Influence and Negotiate</b>	Adept
 <b>Results</b>	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	<b>Innovate and Improve</b>	Advanced
	<b>Deliver Results</b>	Advanced
 <b>Resources</b>	Finance	Adept
	Assets and Tools	Adept
	<b>Technology and Information</b>	Adept
	<b>Procurement and Contracts</b>	Adept
 <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</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>Personal Character</b>		
Lead Self	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</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</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>

Relationships		
Communicate and Engage	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>
Relationships		
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>
Results		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> <li>• Encourages independent thinking and new ideas from others</li> <li>• Draws on developments and trends in the industry and beyond to develop solutions</li> <li>• Supports experimentation and rapid prototyping to test and refine innovative solutions</li> <li>• Develops/champions innovative solutions with long standing, organisation-wide impact</li> <li>• Explores creative alternatives to improve management systems, processes and</li> <li>• Contributes own knowledge and experience to staff training and development sessions</li> </ul>
Results		
Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> </ul>

		<ul style="list-style-type: none"> <li>• Implements and oversees quality assurance practices</li> </ul>
<b>Resources</b>		
Procurement and Contracts	Adept	<ul style="list-style-type: none"> <li>• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</li> <li>• Delivers open, transparent, competitive and effective procurement processes</li> <li>• Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</li> <li>• Takes appropriate actions to manage and mitigate procurement and contract management risks</li> </ul>
<b>Resources</b>		
Technology and Information	Adept	<ul style="list-style-type: none"> <li>• Selects appropriate technologies for projects and tasks</li> <li>• Identifies ways to leverage the value of technology to achieve outcomes</li> <li>• Ensures team understands their obligations to use technology appropriately</li> <li>• Ensures team understands obligations to comply with records, information and knowledge management 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.

## Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

## Qualifications and Experience

### Essential Qualifications

- Tertiary qualifications in Urban Design or a related discipline such as Architecture, Landscape Architecture, Urban Planning or Urbanism.

### Essential Experience

- Minimum of 8 years post-graduate professional experience in urban design or a related discipline, with demonstrated capability operating at a senior technical and strategic level.
- Extensive experience applying and interpreting the NSW planning system, including LEPs, DCPs, State Environmental Planning Policies and relevant design policies, with a strong understanding of their strategic and statutory implications.
- Proven experience delivering high-level urban design advice that influences planning, development and place-based outcomes across complex and high-profile projects.
- Demonstrated expertise in place-based planning, urban renewal, master planning and built form design, including public domain frameworks and spatial strategies.
- Strong experience in preparing, reviewing and enhancing design guidelines, built form controls and development control plans, with the ability to translate design principles into clear, implementable planning controls.
- Experience assessing development applications and planning proposals, including preparation of urban design referrals and negotiation of design outcomes.
- Demonstrated ability to provide expert advice and advocacy in complex stakeholder environments, including engagement with government agencies, industry professionals and the community.
- Advanced verbal, written and graphic communication skills, with the ability to communicate complex design concepts clearly to both technical and non-technical audiences.
- Strong analytical, problem-solving and design resolution skills, with the capacity to balance competing priorities, constraints and stakeholder expectations.

- Advanced verbal, written and graphic communication skills, including proficiency in Giraffe, SketchUp, Rhino, AutoCAD, ArcGIS (or equivalents), Adobe Creative Suite and Microsoft Office.

### Desirable Qualifications and or Experience

- Experience working in local or state government environments.
- Experience representing an organisation in planning panels, expert review forums or the Land and Environment Court, including acting as an expert witness.
- Qualifications or demonstrated experience in project management or delivery of complex, multidisciplinary projects.
- Experience in design excellence processes, including participation in or management of Design Review Panels.
- Experience or demonstrated understanding of heritage conservation and its integration into contemporary urban design outcomes.
- Working knowledge of current and emerging trends in urban design, sustainability, resilience and people-centred place making.
- Proficiency in relevant design and spatial software, such as SketchUp, Rhino, AutoCAD, GIS platforms, Adobe Creative Suite and Microsoft Office, or equivalent tools

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
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 checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input type="checkbox"/>	<input checked="" 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"/>
Does this position have an inherently high risk for fraud and corruption?	<input checked="" type="checkbox"/>	<input type="checkbox"/>