

Position Description



POSITION TITLE:	Senior Urban Designer
POSITION NO:	1206.1
DIRECTORATE:	Planning and Environment Services
DEPARTMENT:	City Development
SECTION:	City Design
CLASSIFICATION:	Band 7
LOCATION:	Council Municipal Offices, Footscray.
DATE:	June 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator City Design
Supervises:	Nil
Internal Liaisons:	Manager City Development, Coordinator City Design, Councillors, Customer Service, City Planning, City Futures, Engineering Services, Transport, Community Services and Social Infrastructure Planning, Operations and Maintenance, Open Space and Recreation Services, Community Development, Positive Ageing and Inclusion, Strategic Asset Management, Arts, Community Learning and Libraries and all Council employees.
External Liaisons:	Department of Energy, Environment, and Climate Action; Department of Transport & Planning; Victorian Planning Authority; Department of Families, Fairness & Housing; Heritage Victoria, Office of the Victorian Government Architect, Municipal Association of Victoria, residents, advisory committees, local builders, land developers, professional consultants, other Councils, government departments and agencies, Victorian Civil and Administrative Appeals Tribunal and special interest groups and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

The Senior Urban Designer plays a leading role in championing design excellence across the public and private realms, delivering high-quality public realm projects, and developing strategic plans that contribute to the ongoing enhancement of the municipality. Based within Council's City Design unit, the

role is responsible for driving positive change in the built environment through innovative, sustainable, and community-focused design outcomes.

The position requires the incumbent to operate in a variety of capacities, including as a project lead, collaborative team member, and specialist contributor on projects delivered by City Design and other Council business units. The role demands strong leadership, project management, stakeholder engagement, and strategic planning capabilities to ensure the successful delivery of Council projects. Key responsibilities include delivering projects within Council's Capital Works Program; undertaking urban design analysis, feasibility studies, and site assessments; preparing master plans, urban design frameworks, public realm strategies, and built form guidance; contributing to policy development and technical guidelines; providing expert urban design advice across Council; managing stakeholder and community engagement processes; and overseeing project delivery from concept through to implementation.

The role requires a collaborative and cross-disciplinary approach, working across a broad range of planning, urban design, infrastructure, open space, community development, and place-making initiatives. The Senior Urban Designer will provide specialist advice to internal and external stakeholders and identify practical, innovative, and cost-effective opportunities to improve the quality, functionality, and character of the municipality's built environment.

Working at Council

Council is committed to fostering a flexible, inclusive, and supportive workplace that prioritises employee wellbeing, fairness, and equity while delivering high-quality services and outcomes for the community. Council offers a hybrid working model for office-based employees, with full-time staff generally attending the workplace a minimum of three days per week. Council's Civic Centre and Community Hub at Footscray Town Hall has been purposefully designed to support agile and collaborative ways of working, providing a range of individual workspaces, collaborative areas, wellness facilities, and spaces for staff to connect, recharge, and perform at their best.

DUTIES AND RESPONSIBILITIES

Key Responsibilities

Assist in delivering the City Design work program as follows:

- Deliver City Design's capital works program for activity centres, including the preparation of high-quality concept and schematic designs for key public spaces and streetscapes, and project management documentation for construction. Prepare consultancy briefs and undertake design reviews as required.
- Develop and maintain a forward capital works program, prepare business cases, and lead the development of built form and urban design guidelines and across the municipality.
- Participate in and provide urban design advice and feedback on Council's capital works projects, strategic master plans for parks, and key community and leisure facilities.
- Collaborate on the planning and delivery of strategies for Maribyrnong's metropolitan, major, and neighbourhood activity centres, including public realm plans, structure plans, urban design frameworks, precinct framework plans, and neighbourhood plans, together with implementation strategies.
- Lead and support stakeholder and community engagement activities, ensuring effective communication with internal and external stakeholders in accordance with Council's policies.
- Liaise with approval authorities, government agencies, and state government departments to facilitate the delivery of strategic planning, urban design, and capital works projects.
- Advocate for design excellence and undertake architectural and urban design assessments of major development proposals through both strategic and statutory planning processes.

Strategic Responsibilities

In consultation with the Coordinator City Design, identify strategic directions and priorities for urban design initiatives that will enhance the built environment, particularly in activity centres and transport corridors.

Contribute to the development of a broad range of strategic land use and planning related studies with a focus on achieving high quality activity centres and new residential neighbourhoods.

In consultation with stakeholders, develop strategic urban design policies that support State and local planning policy objectives.

Design, Engagement and Project Management Responsibilities

Prepare sketches, concept designs and 3d models for capital works projects and initiatives as required and manage consultants for documentation of construction packages.

Work collaboratively and communicate effectively with internal departments and external agencies to identify project opportunities, approval pathways, funding needs and delivery mechanisms for major initiatives.

Develop design and consultants briefs and undertake responsible consultant contract management duties including the procurement of services, managing project timelines, resources and budget control and financial reporting.

Provide effective leadership of project teams and work collaboratively with Council staff for the development and implementation of projects and initiatives.

Prepare external funding submissions for design projects as required, project manage design projects in accordance with funding agreements, ensure key deliverables are met and all reporting is completed.

Technical Advice

Review and provide architectural and urban design advice on planning applications, planning scheme amendments and Council infrastructure projects to drive design excellence across Council.

Prepare Council reports and assist in conducting public consultation sessions as required, under guidance from the Manager City Development and other Managers within the Planning and Environment Services Directorate.

Provide design advice on cross branch projects which may require conceptual and/or detail design responses to other staff.

Present at professional forums and events to promote the City of Maribyrnong and work undertaken by Council.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Participate in the development of Council's policies and procedures within area of expertise and/or management relevant to the role. Accountable for the quality and effect of the work on policies developed.
- Act within clear policies, objectives and budgets, and regularly report to manager on decision making, particularly when having a significant effect on Council's programs or projects and respective public perception.
- Maintain and improve standards of work specific to the role and responsibilities.
- Provide advice to internal stakeholders and regulate clients or external stakeholders as required.
- Effective response to all service requests and complaints in accordance with Council service standards;
- Adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions and resolve problems. Decision making is based on specialised methods, procedures and processes developed from theory or precedent.
- Guidance is not always available within the organisation and may require pursuit of external resources.
- Ability to improve or develop methods, procedures and processes relevant to the role, identifying and analysing a wide range of options prior to making a recommendation.
- Exercise discretion and confidentiality as required.

SPECIALIST SKILLS AND KNOWLEDGE

- Proficiency in the use of technology and systems and the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Sound knowledge of relevant Local, State and Federal Government legislation, Acts and regulations relevant to the role, including Victorian planning framework, the Victorian Planning Provisions, planning schemes, local policies and the *Planning and Environment Act 1987*.
- Ability to develop, implement and maintain project briefs and budgets and knowledge of relevant financial and accounting procedures.
- Ability to develop interpret and implement policy.
- Understand development trends and housing/commercial typologies, which influence built form outcomes across a range of development types.
- An understanding of ecologically sustainable development principles.
- An understanding of design principles, statutory requirements and standards to improve access for people with disabilities.
- Experience in the use of databases such as the Microsoft Office Suite of products and Geographic Information Systems (GIS).
- Highly developed CAD skills, including experience with programs such as AutoCAD and InDesign. 3D modeling capabilities would be highly desirable.
- Experience with graphic design programs such as Photoshop, Illustrator and InDesign.

MANAGEMENT SKILLS

- Ability to set priorities, manage time, plan and organise own work and when required, and where appropriate, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.

- Leadership, supervisory and motivational skills to support other employees and provide on the job training and guidance.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

INTERPERSONAL SKILLS

- Ability to negotiate and gain trust, cooperation and assistance from internal and external stakeholders when required.
- Motivational and training and development skills to support other employees.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve specialist and intra- organisational problems.
- Strong written and verbal communication skills including the ability to make public presentations, write concise and detailed reports, proposals and submission to government and other external bodies.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Well-developed customer service ethic and commitment to improving service delivery.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Tertiary qualifications in architecture, landscape architecture and/or urban design.
- Substantial experience as an urban designer within local/state government or private industry with a sound understanding of the frameworks in which government operates.

Desirable:

- Current Victorian Driver's licence.
- Working with Children Check.

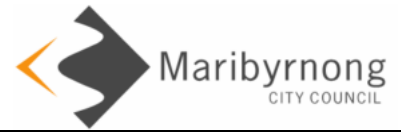
The preferred candidate may be required to undertake a Police Check.

KEY SELECTION CRITERIA

- Tertiary qualification in architecture, landscape architecture and/or urban design.
- Substantial experience as an urban designer in delivering capital work, developing strategic plans and pursuing design excellence within local/state government or private industry with a sound understanding of the frameworks in which government operates.
- Demonstrated innovative and leading edge design skills.
- Well-developed communication and problem-solving skills to produce cooperative outcomes within a team environment and the ability to develop and gain cooperation and assistance from others.
- Well-developed graphics, verbal and written communication skills and the ability to prepare clear and concise reports.
- A working understanding of the Victorian planning framework, the Victorian Planning Provisions, planning schemes and the Planning and Environment Act 1987.
- Competent software knowledge and skills in CAD, 3D modelling and Adobe programs.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are

Position Description



formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: