

POSITION TITLE:	Landscape Architect	CLASSIFICATION:	Band 6
REPORTS TO:	Coordinator Landscape Projects	DIRECTORATE	Environment and Infrastructure
DEPARTMENT:	City Projects	TEAM:	Landscape Projects

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Landscape Architect role sits within the City Projects Department and is responsible for the design and delivery of the Council's Capital Works Program.

This position leads the planning, coordination and construction of streetscapes and open spaces, ensuring projects are completed on time, within budget, and to the highest quality standards.

Develops and delivers high-quality landscape designs and public realm improvements that enhance community amenity, environmental sustainability, and alignment with Council's strategic objectives.

RESPONSIBILITIES	KEY OUTCOMES
Project Management	<ul style="list-style-type: none"> ➤ Provide project management services including scope, cost, budget, timing and project reporting ➤ Provide construction and contractor management to deliver public works ➤ Lead procurement and contract management services ➤ Coordinate multidisciplinary design professionals to deliver public realm projects ➤ Work collaboratively with the City Projects teams to provide sound and professional advice in landscape architecture and urban design matters
Design Services	<ul style="list-style-type: none"> ➤ Assist in the delivery of professional and competent Urban Design and Landscape Architectural services to the City Projects department. ➤ Provide high quality graphic representations to assist with conceptual development and master planning documentation and with guidance, develop open space concept plans and detailed design documentation for landscape projects ➤ Provide advice on landscape planning and design to support Council projects, ensuring compliance with relevant legislation, standards, and best practice principles. ➤ Develop and apply best practice in environmentally, socially and economically sustainable designs within various projects for the City of Stonnington

Stakeholder Management

- Collaborates with internal teams, contractors, and stakeholders to manage the implementation of landscape projects, fostering positive community outcomes and efficient project delivery

KEY WORKING RELATIONSHIPS



Direct reports:

Internal:

External:

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority

- Ability to efficiently manage resources within clearly defined objectives and budgets, ensuring optimal utilization and positive impact on the quality and cost-effectiveness of programs and projects, including planning, allocating, and monitoring resources appropriate to the role to meet organizational goals and standards.
- Capability to offer advice or regulate client actions in accordance with established policies, involving understanding and interpreting policies, and providing clear guidance to clients, ensuring compliance and accuracy with decisions subject to appeal or review by senior employees.
- Capacity to contribute to policy development through investigations, data analysis, and clear presentation of findings, ensuring outputs meet organizational standards and objectives by identifying key issues, gathering relevant data, analysing trends, and presenting insights coherently.

Judgement and decision making

- Ability to assess well-defined objectives and selecting the most appropriate methods, technologies, or processes from a range of alternatives by leveraging extensive professional knowledge and experience, evaluating different options based on feasibility, efficiency, and effectiveness to make informed decisions that align with organizational goals.
- High level of competence in addressing complex or technical issues that demand innovative and effective solutions by identifying root causes of problems, brainstorming potential solutions, evaluating their feasibility, and implementing the most effective ones through creative thinking and technical knowledge.
- Ability to make impactful decisions that significantly influence department outcomes by aligning actions with strategic objectives and applying advanced problem-solving skills while ensuring accountability for decisions made to maintain transparency and effectiveness

Specialised knowledge and skills

- Extensive knowledge and demonstrated ability to apply landscape architecture and project management principles and practices
- Detailed knowledge of the relevant Acts, Regulations, Local Laws, Government and Council Policies relating to the environment and public spaces
- Sound knowledge and application of Urban Design /Landscape Architecture theory and best industry practice
- Strong skills and experience in graphic representation to communicate various concept, detailed and masterplan designs

	<ul style="list-style-type: none"> Demonstrated ability to plan, prioritise and organise work at an individual and team level, within set timelines and in an environment of change and conflicting demands Demonstrated experience in project delivery, contract management and administration Ability to gain cooperation and assistance from clients, members of the public and other employees Excellent written and verbal skills with the ability to effectively discuss and present ideas and decisions Proficient in the use of AutoCAD, Microsoft Office Suite, GIS and other relevant tools and software
Management Skills	<ul style="list-style-type: none"> Skills in managing time, setting priorities, and planning and organising work efficiently. Understanding of personnel practices such as equal employment opportunity, occupational health and safety, and employee development with the ability to implement these practices effectively. Ability to manage resources relevant to the role to achieve objectives within set timelines and available resources.
Interpersonal skills	<ul style="list-style-type: none"> Demonstrated ability to build and maintain positive working relationships with contractors, consultants, and stakeholders, ensuring clear communication, collaboration, and resolution of issues to achieve project objectives. Skilled in building cooperation and gaining support from clients, the public, and other Employees relevant to the role to efficiently manage activities and supervise team members. Able to collaborate with external stakeholders and internal teams to address specialist issues within the scope of the role by effectively communicating, building strong relationships, coordinating efforts across functions, and resolving cross-functional challenges efficiently. Proficient in fostering positive relationships and facilitating effective communication to achieve organisational objectives and resolve problems.
Qualifications and Experience	<ul style="list-style-type: none"> Tertiary qualification in Landscape Architecture or related field and relevant experience in Landscape Architecture Demonstrated experience in project delivery, contract management and administration Experience in Local Government or similar field is preferred but not essential Must possess a current [Working with Children Check/Valid Police Check] or be willing to obtain both prior to commencing employment Licensing and Background Checks: Current Victorian driver's licence, ability to complete a satisfactory police check.

Capability Framework: Level 2 Accomplished

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
Change	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
Communication	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
Good governance	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.
Achievement	Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement

Leadership Impact

Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

WHAT WE ARE ALL RESPONSIBLE FOR**Workplace Health, Safety and Wellbeing:**

We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity, and Inclusion:

We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Code of Conduct:

We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Service Promises:

We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Safeguarding Children and Young People:

We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability:

We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: December
2025