

Position Description

Design Manager (Architecture)

Division	City Projects and Property
Business Unit	Design Studio, Professional Services
Grade/Band	6
Date position description approved	October 2020

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The primary purpose of this position is to effectively manage the design of projects throughout the project phases to facilitate the successful development and delivery of architectural and urban design projects managed by the City Projects and Property division.

Projects cover a wide and varied spectrum including facility strategies and feasibility studies, new public buildings and facilities, adaptive reuse and refurbishment of the City’s public and commercial building stock, to detailed urban element design and input into the design of major urban spaces. Projects typically involve urban design, architectural, heritage and environmental issues and value for money issues.

A significant challenge of the position is to bring enthusiasm and design quality to Council’s design projects, and to help implement and evolve the policies and practices as endorsed by Council to achieve a significant improvement to the City’s public realm.

Key accountabilities

- Prepare and develop concepts, plans and studies to inform the City in the formulation of projects and Capital Works programs that meet our community needs.
- Collaborate with project teams and relevant stakeholders to develop project briefs that meet client and Council business objectives including time, cost, scope and quality objectives.
- Engage and manage consultants and contractors to develop documentation or provide technical input. Develop projects to ensure project objectives including design excellence, sustainability and value for money principles are being achieved. Take remedial action when required.
- Ensure quality of documentation for tender and construction including competence, coordination and completeness.
- Review and advise on works under construction to ensure they achieve the highest practical built details and finishes.
- Advocate on the City's behalf on projects being undertaken by external parties to ensure the City's standards and interests are being maintained

Key challenges

- To bring enthusiasm, innovation and design quality to design projects, and evolve the City's policies and practices to achieve significant improvement to the City's public realm within the confines of building and compliance regulations.
- To Work collaboratively with clients, stakeholders and technical staff across a range of disciplines with a diverse level of technical skills, knowledge and competing objectives
- Ensuring timely progression of projects while ensuring they adhere to Councils approvals and governance processes.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Delivery Team Construction Services	<ul style="list-style-type: none"> • Work collaboratively with team members • Lead discussions and decisions regarding key projects and deliverables
Other Business Units	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues

Who	Why
External	
Consultants	<ul style="list-style-type: none"> • Foster and maintain relationships and information sharing • Communicate needs, facilitate routine business transactions and resolve issues • Negotiate and approve contracts and service agreements
Regulatory Agencies Members of the public	<ul style="list-style-type: none"> • Foster and maintain relationships and information sharing • Establish appropriate communication strategies to share information • Manage expectations and resolve issues

Key dimensions

Decision making

The position has a significant degree of autonomy in developing strategies, designs, programs, policies, service delivery arrangements and managing contracts for the assigned capital works projects.

Reports to

Manager Design Studio

Contractors for which this position is responsible:

When required

Essential Knowledge, Skills & Experience

- Tertiary qualifications in Architecture or a related discipline, including registration or eligibility for registration as a member of the respective professional association.
- Demonstrated experience in the design and delivery of public or commercial buildings or facilities in the public or private sectors, including an understanding of:
 - issues surrounding design and construction of public space building form, function and performance, heritage, sustainability and environmental issues and the resolution of competing community, user and technical requirements
 - adaptive re-use issues and considerations
 - project delivery process and issues across design and delivery phases
 - project management processes and tools including programming, monitoring and reporting to ensure project and client objectives are achieved.
 - client and stakeholder management.
- The ability to reason conceptually, resolve problems, inspire considered outcomes and establish design excellence, sustainability and value for money.
- Good communication, negotiating and advocacy skills.

Desirable Criteria

- Understanding of the environment in which Government operates, including policies, practices and the ability to work within relevant legislation

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Adept
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Advanced
	Community and Customer Focus	Adept
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
Resources	Finance	Adept
	Technology and Information	Advanced
	Assets and Tools	Intermediate
	Procurement and Contracts	Adept

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that to be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding

		<ul style="list-style-type: none"> • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Deliver Quality Results	Intermediate	<ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks