

# Position Description

## Specialist Design Manager (Architecture)

<b>Division</b>	<b>City Projects and Property</b>
<b>Business Unit</b>	<b>Professional Services</b>
<b>Grade/Band</b>	<b>Band 7</b>
<b>Date position description approved</b>	<b>17 March 2020</b>

### 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 Specialist Design Manager (Architecture) will be responsible for the design and management of projects which involve urban design, architectural, heritage and environmental issues.

Projects cover a wide and varied spectrum including and 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.

### Key accountabilities

- Prepare and develop studies, concepts and plans to inform the City in the formulation of projects and Capital Works programs consistent with Councils strategies and community needs and aspiration.
- 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
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Delivery Team Construction Services	<ul style="list-style-type: none"> <li>• Work collaboratively with team members</li> <li>• Lead discussions and decisions regarding key projects and deliverables</li> </ul>
Other Business Units	<ul style="list-style-type: none"> <li>• Provide expert advice on a range of project related issues and strategies</li> </ul>
<b>External</b>	
Consultants	<ul style="list-style-type: none"> <li>• Foster and maintain relationships and information sharing</li> <li>• Communicate needs, facilitate routine business transactions and resolve issues</li> <li>• Negotiate and approve contracts and service agreements</li> </ul>
Regulatory Agencies Members of the public	<ul style="list-style-type: none"> <li>• Foster and maintain relationships and information sharing</li> <li>• Establish appropriate communication strategies to share information.</li> </ul>

## 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 and skill in the design and delivery of significant or complex public or commercial buildings or facilities in the public or private sectors, including an understanding of:
  - issues surrounding design and construction of public buildings including, 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 programing, monitoring and reporting to ensure project and client objectives are achieved,
  - client and stakeholder management.
- The ability to reason conceptually, collaborate in multi-disciplinary and broad stakeholder groups to resolve problems, inspire considered outcomes and establish design excellence, sustainability and value for money.
- Good communication, negotiating and advocacy skills.

## 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	Adept
	Demonstrate Accountability	Adept
	Manage Self	Adept
	<b>Display Resilience and Adaptability</b>	<b>Advanced</b>
Relationships	<b>Work Collaboratively</b>	<b>Adept</b>
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	Influence and Negotiate	Adept
Results	<b>Deliver Quality Results</b>	<b>Intermediate</b>
	Create and Innovate	Intermediate
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Adept
Resources	<b>Finance</b>	<b>Adept</b>
	Technology and Information	Intermediate
	Assets and Tools	Intermediate
	<b>Procurement and Contracts</b>	<b>Adept</b>

*\*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
<b>Personal Attributes</b> Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> <li>Is flexible and readily adjusts own style and approach to suit the situation</li> <li>Adjusts tactics or priorities in response to changes in the organisational environment</li> <li>Gives frank, honest advice, even in the face of strong, contrary views</li> <li>Accepts criticism of own ideas and responds in a thoughtful and considered way</li> <li>Welcomes challenges and persists in raising and working through difficult issues</li> <li>Shows composure and decisiveness in dealing with difficult and controversial issues</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Contributes to a culture of respect and understanding in the organisation</li> <li>Creates an atmosphere of trust and mutual respect within the team</li> <li>Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>Relates well to people at all levels and develops respectful working relationships across the organisation</li> </ul>

		<ul style="list-style-type: none"> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Results</b> Deliver Quality Results	Intermediate	<ul style="list-style-type: none"> <li>• Takes the initiative to progress own and team work tasks</li> <li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>• Consistently delivers high quality work with minimal supervision</li> <li>• Consistently delivers key work outputs on time and on budget</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
<b>Resources</b> Finance	Adept	<ul style="list-style-type: none"> <li>• Uses basic financial terminology appropriately</li> <li>• Considers the impact of funding allocations on business models, projects and budgets</li> <li>• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>• Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>• Applies high standards of financial probity with public monies and other resources</li> <li>• Identifies, monitors and mitigates financial risks</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>