

Role Description

Manager, Urban Design

Cluster	NSW Treasury
Department/Agency	Western City & Aerotropolis Authority
Division/Branch/Unit	Planning & Development
Location	Parramatta
Classification/Grade/Band	Clerk Grade 11/12
Kind of Employment	Temporary
ANZSCO Code	232112
Role Number	TBC
PCAT Code	29183
Date of Approval	November 2019
Agency Website	www.wcaa.sydney

Agency Overview

The Western City & Aerotropolis Authority (WCAA) is leading the master planning and delivery of the Aerotropolis and will undertake planning for key strategic sites across the Western Parkland City, in collaboration with State and Commonwealth government agencies and with local councils.

The Aerotropolis will be a global employment center attracting international investment and delivering jobs, education opportunities, and enhanced livability for all residents of the Western Parkland City. The Authority reports to a Board and the Minister for Western Sydney. For more information please visit <https://www.wcaa.sydney/>

Primary purpose of the role

The Manager, Urban Design will coordinate the delivery of the overall urban design activities in the Authority, particularly with regards to the development of precinct masterplans to guide Government and non-Government investment and the provision of urban design advice and analysis within the Authority.

Key accountabilities

- Provide high-level technical urban design analysis, critique, and advice to the Authority, including developments in the Western Sydney Aerotropolis and Western Parkland City.
- Lead the preparation of innovative and commercially viable precinct masterplans to ensure that development is planned and delivered with place making at its centre to achieve job creation, housing, quality public domain and sustainable outcomes.
- Provide clear directions, program goals and urban design outcomes to achieve results focused on stakeholder and partner needs and expectations.
- Manage projects effectively and professionally by managing project programs, resources, budgets and identify risks to project delivery.

- Initiate and manage work performed by external contractors and consultants, where projects require use of external resources and expertise, to achieve project outcomes.
- Develop partnerships and good working relationships with government agencies, landowners and stakeholders.
- Represent the Authority on internal and external working groups and other committees including preparing high quality written documents and delivering professional oral presentations.

Key challenges

- Actively engaging with multiple government agencies, landowners, developers and community involved in the planning for the Western Parkland City to develop land that builds on the vision and functions of the Authority.
- Managing the delivery of masterplans given tight timeframes to deliver, as well as competing interests and views of multiple stakeholders, government agencies and the wider community.
- Effectively communicating and negotiating agreed outcomes of the precinct masterplans with government agencies, landowners, developers and other stakeholders.

Key relationships

Who	Why
Internal	
Executive Director, Planning & Development	<ul style="list-style-type: none"> • Act as subject matter expert and provide advice and recommendations regarding urban design. • Escalate and advise of major risks to the delivery of the project program outcomes. • Inform on major issues and recommend solutions to these issues.
Director, Planning	<ul style="list-style-type: none"> • Receive instructions, contribute to and support the development, implementation, monitoring and reporting of the team's work program. • Communicate information regularly related to project deliverables against the agreed project program, priorities, resources and budget. • Provide robust and high-level technical advice and recommendations on urban design matters. • Provide high quality written and verbal advice on urban design matters as required. • Escalate and keep informed of new or emerging issues and provide required advice. • Assist with effective cross-agency and local government relationships.
Executive leadership team	<ul style="list-style-type: none"> • Develop productive collaborative working relationships. • Provide advice, input and specialist urban design knowledge for projects and processes. • Engage, consult and negotiate to ensure informed and consistent urban design advice, review and implementation. • Collaborate, share information and where necessary provide direction on activities and projects.

Who	Why
Team members	<ul style="list-style-type: none"> • Provide technical advice and guidance across projects with urban design implications. • Review work and proposals as required. • Provide feedback to improve knowledge, performance and develop skills. • Encourage collaboration and ideas to improve processes, programs, policy and work outcomes.
Wider Authority	<ul style="list-style-type: none"> • Develop and maintain effective relationships and communication networks. • Respond to enquiries and provide quality urban design advice. • Consult and negotiate on urban design matters. • Collaborate, share information and where necessary provide direction on activities and projects.
External	
Federal, NSW and Local Government agencies	<ul style="list-style-type: none"> • Establish and maintain professional networks and foster collaborative relationships and cross agency partnerships with government agencies working across the Western Sydney Aerotropolis and Western Parkland City. • Respond to enquiries and provide quality urban design advice. • Consult and negotiate about urban design matters. • Engage to obtain input to precinct masterplans and other Authority projects. • Liaise to gain acceptance and understanding of the Authority's decisions for sensitive issues.
Landowners, developers, business, community and other stakeholders	<ul style="list-style-type: none"> • Foster and maintain working relationships. • Consult and facilitate delivery of masterplans and other projects.
Service providers and consultants/contractors (including architects, urban designers, urban planners and infrastructure planners)	<ul style="list-style-type: none"> • Lead effective briefing, selection and management of external provider arrangements. • Set clear performance parameters, monitor delivery of services and resolve issues to improve service outcomes. • Monitor work performed and progress against agreed milestones, budget and outcomes.

Role dimensions

Decision making

The Manager, Urban Design:

- is accountable for the management and delivery of precinct masterplans and other tasks identified in the agreed work program

- determines day to day work priorities and allocates duties to achieve the work program, negotiates matters related to area of responsibility, and makes decisions in relation to how to achieve work outcomes
- must consult with the Director, Planning on the overall work program and major issues arising during the course of the work performed
- is accountable for the content, accuracy, validity and integrity of projects undertaken
- must consult with the Director, Planning on significant issues or conflicts arising in the course of work performed
- must work closely with the Authority's Communications and Engagement Team to ensure an effective approach to engaging with government agencies, stakeholders and the community
- operates within legislative and regulatory provisions, public sector frameworks, the Authority's strategic and business plans, policies, delegations, budget and resource parameters.

Reporting line

The Manager, Urban Design reports to the Director, Planning.

Direct reports

TBC

Budget/Expenditure

As per WCAA Financial Delegations – up to 50k

Essential requirements

- Degree qualification or higher in architecture, landscape architecture, urban design and/or other relevant discipline.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework.

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	Advanced
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
		<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Optimise Business Outcomes	Intermediate	<ul style="list-style-type: none"> • Develop team/unit plans that take into account team capability and strengths • Plan and monitor resource allocation effectively to achieve team/unit objectives • Ensure team members work with a good understanding of business principles as they apply to the public sector context • Participate in wider organisational workforce planning to ensure the availability of capable resources