



Collaboration



Communication



Integrity



Efficiency



Leadership

Position Title	City Architect				
Department	Planning and Regulatory Services	Branch	City Design		
Section	Not Applicable	Instrument	Officers Certified Agreement	Level	8

Our Purpose	Together we proudly enhance the quality of life for our community.				
Our Values	Collaboration	We work together towards a common purpose and understand every employee plays a role in our success.			
	Communication	We communicate openly and ensure diverse voices are being heard and valued.			
	Integrity	We have a professional and respectful workplace and are motivated by public rather than private interests. We inspire others to act ethically.			
	Efficiency	We provide enhanced service to the people of Ipswich and we aim to get it right, first time.			
	Leadership	We engage the heads, hearts, and hands of our people to achieve our purpose. Recognition is part of our every day.			

ABOUT IPSWICH CITY COUNCIL

Neighbouring Brisbane, Queensland's capital, Ipswich is one of the state's fastest-growing areas. It is a dynamic blend of rich heritage, proud communities, diverse landscapes, and lively energy all contributing to a region full of liveability and opportunity.

Ipswich City Council employs more than 1,500 people and promotes a workplace culture built on our communication, collaboration, integrity, efficiency, and leadership values. Council teams operate across various industries delivering a wide range of services to the community.

PURPOSE OF THE POSITION

The City Architect is responsible for providing strategic leadership and advice to Council to encourage high-quality, innovative built environments and heritage conservation for Ipswich that are economically and socially sustainable, and culturally rich. Ipswich's heritage is one of its major assets and therefore this position will play a major role in the support, promotion, and protection of the cultural heritage of the City both internally and externally. The incumbent represents Council on key heritage, architectural, and urban design committees and bodies, providing external advocacy and capacity building for best practice-built environment and excellence in heritage and urban design outcomes for Ipswich City.

REPORTING LINE

This position reports to the Manager, City Design.

ACCOUNTABILITIES

1. Provide specialist architecture, master planning, urban, heritage, and landscape design advice across Council to support the delivery of the City Design branch's programs and projects in line with federal, state and local planning requirements.
2. Lead the development and implementation of best practice policies and procedures through strategic advice to both internal and external key business, communication, and government stakeholders.
3. Advocate for high-quality design and architectural excellence with the Council and the wider community to support the creation of sustainable and culturally rich built environments.
4. Oversee and improve the Office of the City Architect's services, including advisory, promotion of the heritage advisory services, advocacy, education, and research related to heritage and high-quality built environments.
5. Maintain strong networks with other City Architects, design professions, institutions, and Local Government Heritage Officers across the State.
6. Provide expert advice and prepare relevant documents on architecture, urban design, and heritage issues, including acting as a representative for the Manager, City Design, in working groups or consultation bodies as required.
7. Develop corporate performance management and accountability frameworks that reflect business and operational objectives.
8. Provide leadership and expert guidance to a multi-disciplinary team, fostering a positive, proactive, and productive work environment.

QUALIFICATIONS

Mandatory:

- Possess a degree in architecture and extensive experience in heritage, urban planning, and urban design.
- Registration as an Architect with the Board of Architects Queensland, or equivalent.

Desirable:

- Member of the Australian Institute of Architects Queensland Chapter, or equivalent.
- Member of the International Council on Monuments and Sites (ICOMOS).

SELECTION CRITERIA

1. Highly developed interpersonal and communication skills, with particular emphasis in the areas of consultation, negotiating, and influencing important and often contentious projects to gain resolution, and assertiveness in order to resolve technical issues with stakeholders ranging from Councillors to community groups.
2. Experience in leading, managing, and mentoring resources as part of a high-performing team, in line with corporate people management and development frameworks.
3. Acknowledged as a leading practitioner or spokesperson for innovative architectural design, built environment, heritage, and urban planning (for example, evidenced by formal awards, accreditations, academic recognition/publication of papers, and/or participation on industry panels).
4. Demonstrated high level of experience in preparing, implementing, and evaluating architectural, heritage, and urban design policies and guidelines.

5. Sound knowledge and understanding of the legislative framework within which Council operates, or the capacity to quickly acquire that knowledge and understanding.
6. Demonstrated high-level capacity to identify significant architectural, urban design, and heritage issues in a regulatory environment and recommend appropriate responses and solutions.
7. Demonstrated high level of experience in project management with the ability to coordinate and manage projects and resources effectively to achieve goals and meet deadlines and commitments.

GENERAL

This position description reflects a summary of the key accountabilities of the position, and is not an all-inclusive list of duties, steps, and tasks. Leaders may direct team members to perform other duties that are reasonably within the scope of the officer's skills, competence, and training.

CORPORATE EXPECTATIONS

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice, and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Participate in planning, hazard identification and risk assessment of work activities;
 - Report any new work hazard(s) to your supervisor;
 - Undertake work only for which you are competent and skilled;
 - Question any actions or decisions that you think are unsafe;
 - Follow documented work instructions, control measures and procedures;
 - Actively participate in all training provided;
 - Correctly use and maintain PPE provided;
 - Protect yourself, your colleagues and others;
 - Consider safety every day.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected, and ideas and perspectives are sought out.