

**POSITION DESCRIPTION**

Assistant Urban Designer  
(POS2391 POS2515)

<b>Directorate:</b>	Operations	<b>Department:</b>	Infrastructure Planning
<b>Position Grade:</b>	Grade 10	<b>Reports to:</b>	Coordinator City Design & Public Domain
<b>Last review:</b>	February 2021	<b>Next review:</b>	February 2023
		<b>Version No.:</b>	4.1

**Position purpose:**

Collaborating with the whole team, the position will work on the production and delivery of urban design projects and public domain improvements across the Liverpool Local Government Area, with initial focus in the Liverpool City Centre and new release areas.

**Key accountabilities/responsibilities:**

Responsible for:

- 1) Contributing to design discussions within the City Planning team, contributing to design critique sessions and collaborating across Council on design outcomes
- 2) Supporting the Urban Designer, Senior Urban Designer and Coordinator City Design & Public Domain on the design of Liverpool
- 3) AutoCAD drafting for the production of plans, sections and details for various design projects
- 4) Rendering of graphic presentation plans, sections and details
- 5) Producing analysis diagrams, sections and design details for various urban design projects.
- 6) Desktop publishing of report and presentation material for a variety of audiences including the community, Councillors and Council staff
- 7) Contributing to the preparation of grant submissions for the City Planning team and Council
- 8) Carrying out other duties as reasonably required by the Coordinator City Design & Public Domain and/or Manager City Planning

**Decisions made in the position:**

- 1) This position will have no delegation authority

**Decisions referred:**

All other decisions

**Key issues/challenges:**

- 1) Ensuring graphic material is as simple as possible and can be digested by a variety of audiences.
- 2) Balancing competing demands of internal and external factors that influence urban design and public domain outcomes, focussed on improved active transport, landscape design and high quality streets and public places.
- 3) Achieving organisational acceptance and supporting a culture that embraces innovation, continuous improvement and excellent customer experience.
- 4) Advice, reporting and results that meet agreed requirements and deadlines in the context of rapid city growth.

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### **Key working relationships:**

- Manager Infrastructure Planning
- Coordinator City Design & Public Domain
- Senior Urban Designer
- Transport Planners and Engineers
- Strategic Planners
- Heritage Officer
- Technical Administration Officer

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### **POSITION SPECIFICATION**

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

#### **ESSENTIAL CRITERIA**

##### **Qualifications/Licences**

- Studying or recently completed a tertiary qualification in Urban Design, Landscape Architecture, Architecture or in a related discipline

##### **Experience**

- Experience (either at University or in a workplace) on design projects (i.e. Urban Design, Landscape Architecture and or Architecture projects)

##### **Knowledge and Skills**

- Demonstrated ability to create high quality design plans and images (e.g. diagram, plans, sections, 3D montages)
- Effective time management and organisation skills, with the ability to balance competing deadlines and changing priorities
- Effective communication skills (i.e. written, verbal and graphic)
- Ability to work both autonomously and in a team
- Desktop publishing experience in the production of reports and other written documents.
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

#### **DESIRABLE CRITERIA**

##### **Qualifications/Licences/Experience/Knowledge and Skills**

- Competency in 3D modelling software (e.g. Sketch Up)
- Prior industry experience in Urban Design, Landscape Architecture or Architecture projects
- Horticulture and plant knowledge
- Class C Drivers Licence

**LIVERPOOL  
CITY  
COUNCIL**



## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**