



SENIOR PLANNING & DESIGN COORDINATOR

DEPARTMENT/UNIT	BPD Planning
FACULTY/DIVISION	Buildings and Property Division
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

Buildings and Property Division are the stewards of our beautiful campuses. We contribute to Monash's global reputation as a leader in research and teaching by providing world class, award-winning buildings, innovative teaching spaces, quality facilities and stunning grounds. We support the University's day to day operations by delivering a wide range of services such as facilities management, maintenance, traffic, parking, cleaning, waste, mail, courier, pool vehicle hire and shuttle bus services.

At Buildings and Property our customers always come first and we focus on customer knowledge and experience, innovation and exploration, and partnering and collaboration.

We engage closely with our students and staff to ensure a safe, healthy and sustainable campus environment that enables them to thrive and flourish. In our dealings with each other and our broader Monash community we strive for relationships that are respectful, inclusive, collaborative and transparent.

At Buildings and Property, we provide opportunities for our staff to develop their knowledge and skills, to innovate and expand their thinking and to initiate and deliver ideas that translate into efficient, effective and customer focussed outcomes. We value strong teamwork and collaboration and we build effective partnerships across the University and beyond to leverage the very best expertise to deliver cutting edge solutions for our customer. We strive to be the best at what we do.

POSITION PURPOSE

The Senior Planning and Design Coordinator provides a range of complex coordination and program management services to support the briefing and subsequent design development and review processes for new facilities, landscape and refurbishments within the public realm on Monash University campuses. The Senior Planning and Design Coordinator is a critical liaison point between the portfolio, University and internal and external customers, and collaborates closely with partners such as senior colleagues, stakeholders, consultants and contractors to ensure successful completion of the team's objectives.

The Senior Planning and Design Coordinator provides innovative specialist, strategic advice to influence, engage with and support the Division in the area of design quality and innovation. This includes undertaking design research, developing new frameworks and policies and ensuring design principles and directions are upheld through to project delivery.

Reporting Line: The position reports to the Campus Design, Quality and Planning Manager under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Undertake design reviews with a focus on landscape architecture and urban design projects, including collaborating with and providing design advice to the Monash project management team
2. Manage and coordinate the operation of a complex program of public realm project planning and implementation services in accordance with best practice and University policies, procedures and strategic priorities
3. Provide input in the review and development of policy and procedure, and compliance and quality processes relevant to planning and design
4. Source and assign project resources, which may include supporting a procurement tender process and negotiating and managing contracts with external providers
5. Undertake design research and analysis, devise solutions and provide practical and expert advice to senior management to address complex planning and design issues
6. Manage and coordinate a work environment of continuous review and improvement of design policies, plans and procedures and service provision
7. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including advocacy for the benefits and roles of Campus Design, Quality and Planning across the University and provision of expert advice
8. Develop and maintain strong partnerships with key project stakeholders and support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings
9. Support the development of a highly-trained, motivated and efficient team with a strong customer focus
10. Contribute to strategic planning and the achievement of goals relevant to the Campus Design, Quality and Planning team, BPD Planning and Buildings and Property Division as a whole
11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications in landscape architecture and extensive relevant experience; or
 - extensive experience and management expertise in landscape architecture and urban design; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent operational management skills and experience in coordinating a successful function, program or service including a proven ability to provide informed and authoritative specialist design advice
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Demonstrated senior administration experience in a matrix, or large and complex management structure
5. Excellent project management skills with a proven record of successfully managing all aspects of projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets
6. Highly developed analytical and conceptual skills including demonstrated ability to research and effect innovation and deliver positive solutions to complex problems
7. Highly developed relationship management skills with the ability to negotiate, influence and build consensus at senior levels to deliver successful project outcomes
8. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations
9. Advanced computer literacy, particularly with current business management software packages such as Adobe Creative Suite, AutoCAD/ARCHICAD, MS Office, 3D modelling software and G-Suite, and their various applications
10. Substantial experience in leading and evaluating initiatives aligned to best practice and driving innovation in processes, systems and work practices

OTHER JOB-RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.