

Position Description

Department of Premier and Cabinet
Office of the Victorian Government Architect

Adviser, Architecture and Design Management

This is an exciting and immediate opportunity to join the Office of the Victorian Government Architect (OVGA) and foster innovation in Victoria's housing, to be better designed, affordable and sustainable.

For the role of Adviser, Architecture and Design Management the OVGA is seeking an experienced Project Architect for a 9-month contract, with strong design management capability and understanding of current issues in housing.

The role will focus on the development of apartment building designs as part of the Future Homes program jointly managed by the OVGA and the Department of Environment, Land, Water and Planning (DELWP).

Applicants will have a sound knowledge of local planning, construction and building code compliance, with a focus on medium density apartment housing. They will be a confident communicator with the ability to balance multiple stakeholder and consultant teams.

If you need assistance or reasonable adjustments to fully participate in the application or recruitment process, please refer to 'Other Relevant Information' contained in this document.

Classification	VPS4
Term	Fixed term (9 months) – Flexible: full time or part time (0.8)
Branch/Group	Office of the Victorian Government Architect
Salary Range	\$84,019 - \$95,329 p.a. plus 9.5% employer superannuation contribution
Reports to	Matthew Borg, Senior Adviser 0423 577 886
Location	20 Spring Street, Melbourne

The Office of the Victorian Government Architect (OVGA)

The OVGA is an Administrative Office of the Department of Premier and Cabinet (DPC). The OVGA offers design advice and advocacy on projects that affect Victoria's built environment. The Office provides strategic design advice to Government, Ministerial and Departmental Agencies, to articulate the visions and values that underpin its engagement in civic investments, supporting Government in its role as:

- Leader - through principles and policies that embed expectations of design quality in all stages of a project lifecycle;
- Enabler - through processes that encourage collaboration and awareness of the value in building legacy; and

- An informed client - that demands high quality outcomes in realising capital works programs.

Duties

The Adviser, Architecture and Design Management will:

1. Support the Future Homes project team (OVGA and DELWP team) to guide the post-competition refinement of the various apartment building designs.
2. Work collaboratively with design teams and consultants to manage team workshops and other outputs. Workshops will be the primary forum for refining the designs and the governing Future Homes principles.
3. Keep clear records of meetings and workshops tracking key decisions and identifying priorities and follow-up tasks.
4. Respond to queries and correspondence from the design teams and consultants, and report critical issues back to the project team.
5. Analyse designs and consultant input and coordinate project team feedback.
6. Coordinate and issue information within the project team and with the design teams and consultants.
7. Monitor progress of work against the project program to ensure consultant and project team deadlines are met.
8. Undertake practical research and analysis to support the Future Homes design objectives and production of the Future Homes principles.
9. Due to the OVGA's need to work in an agile way across the office and on a variety of projects, the adviser may work on other projects as required.

How to Apply

- Apply before the advertised closing date via the careers.vic.gov.au website
- All applications should include:
 1. a resume
 2. a cover letter which addresses the key selection criteria including a statement outlining your recent experience and role as Project Architect for medium density apartment housing. Covers letters should not exceed three pages.
- Please note this position is only open to applicants with relevant rights to work in Australia.

Key selection criteria

Specialist skills

- A tertiary qualification in architecture.
- Extensive local postgraduate experience.
- Experience in multi-unit/apartment residential developments.
- Solid knowledge of construction and local planning codes.
- Good level of Adobe InDesign, Illustrator and Photoshop capability.

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Knowledge and skills

Planning and Organising

- Puts a high priority on accomplishment and attaining results.
- Identifies processes, tasks and resources required to achieve a goal.
- Distinguishes between the more and less critical activities and operates accordingly, reviewing and adjusting as required.
- Uses systems and procedures to guide work, co-ordinate inputs and track progress.

Project Management

- Produces project plans where deliverables are clearly defined and action steps for achieving them are clearly specified.
- Regularly communicates with, and supports, project team members.
- Anticipates and manages potential and emerging issues and risks which may affect project outcome and finds effective ways to deal with them.
- Achieves outcomes based on effective management of processes and resources within time and budget demands.

Written Communication

- Excellent written and verbal communication skills.
- Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language.
- Ensures written communications contain necessary information to achieve their purpose.
- Has an understanding of the audience and how written materials may be interpreted.

Personal qualities

Team Work

- Strong ability to work and deliver in flexible working environments.
- Collaborates and supports others in the pursuit of common goals.
- Shows respect for others' views and contributions.
- Accommodates and works well with the different working styles of others.
- Takes on team leadership responsibilities where appropriate.

Initiative and Accountability

- Is proactive and self-starting.
- Seizes opportunities and acts upon them.
- Takes responsibility for own actions.
- Knows when to escalate an issue.

Relationship Building

- Establishes and maintains relationships with people at all levels and from different backgrounds and organisations.
- Manages expectations by sharing information as early as possible and diplomatically handling disagreements.
- Forges useful partnerships with people across business areas, functions and organisations and uses these to achieve outcomes and manage risks.
- Builds trust through consistent actions, values and communication.

Desirable requirements

- Out of hours work may be required, including occasional evening, weekend work and overnight travel.
- Experience or principle understanding of government processes, at state and/or local level.

Our public sector values

DPC upholds and demonstrates the values of the VPS and is the embodiment of VPS leadership. DPC's values are adopted from the *Public Administration Act 2004*:

- Leadership
- Integrity
- Responsiveness
- Impartiality
- Accountability
- Respect
- Commitment to Human Rights.

Other relevant information

Pre-employment misconduct screening requirements

Before a final offer of employment is made, preferred candidates will be required to complete a pre-employment misconduct screening declaration and consent form. Further information on pre-employment misconduct screening requirement is available from the [VPSC website](#).

The inherent requirements of this role and intrinsic risk(s) will be considered by DPC in assessing declarations of misconduct in previous workplaces.

Our commitment to diversity and equal employment opportunity

We welcome applicants from a diverse range of backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ, people with disability, as diversity and inclusion drives our success.

It is important to us that candidates with disability can participate equitably in the recruitment process. If you need assistance or adjustments to fully participate in the application or interview process or if you have any enquiries about diversity and inclusion at DPC, please contact the Department's Diversity and Inclusion team, on (03) 7017 3413.

Supporting our employees balance their work and life commitments

All roles at DPC can be worked flexibly, this underpins a diverse, adaptive and high-performing workforce. The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

Occupational health and safety responsibilities

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of others in the workplace.

Security requirements and professional obligations

- **Pre-employment screening will apply to all external executive appointments**
- Preferred applicants may be asked to provide evidence of their qualifications
- All preferred applicants will be required to produce sufficient proof of their identity prior to commencing employment with the department
- Employment of successful candidates will be subject to a National Police Check
- All DPC staff must comply with the [Code of Conduct for Victorian Public Sector Employees](#).

To receive this publication in an accessible format, please contact the Recruitment Team on 7017 3337, using the National Relay Service 13 36 77 if required (for more information visit www.relayservice.gov.au).