

# Position Description

Department of Premier and Cabinet  
Office of the Victorian Government Architect

## Principal Adviser, Architecture and Urban Design, Transport Infrastructure

The Office of the Victorian Government Architect (OVGA) is seeking a highly motivated and skilled design professional for the role of Principal Adviser, Architecture and Urban Design to join its growing transport team. This role will support the delivery of high quality and integrated design outcomes across the major transport infrastructure portfolio.

This is an exciting opportunity to join the OVGA and positively contribute to the design quality and legacy of city-shaping transport projects underway across the state.

*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.*

<b>Classification</b>	VPS6
<b>Term</b>	Fixed term - 2 years, 6 months
<b>Group/Branch</b>	Office of the Victorian Government Architect
<b>Salary Range</b>	\$122,502 - \$163,934 p.a. plus 9.5% employer superannuation contribution
<b>Reports to</b>	Lorrae Wild, Managing Lead, Urban Design and Architecture, Major Transport Infrastructure (0428 543 813)
<b>Location</b>	Melbourne CBD/ working remotely

## About the Department of Premier and Cabinet (DPC)

We work for the people of Victoria by helping the government achieve its strategic objectives. We do this by supporting the Premier, Deputy Premier, the Ministers for Aboriginal Affairs, Equality, Multicultural Affairs, Industrial Relations, Veterans, Youth and Women, as well as the Cabinet. Our vision is to be recognised and respected leaders in whole-of-government policy and performance.

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.

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## The Office of the Victorian Government Architect

The Office of the Victorian Government Architect (OVGA) is an Administrative Office of the Department of Premier and Cabinet (DPC). The OVGA has a whole of government role in offering design advice and advocacy in projects that affect Victoria's built environment. The OVGA 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.

The OVGA works to promote Victorian national and international leadership in design excellence. It raises community awareness about the importance and value of design excellence in architecture, landscape architecture and urban design. It seeks to build effective relationships with the architectural profession and peak bodies, schools of design education, industry and government.

## The OVGA and the Major Transport Infrastructure Program

The OVGA has formed a partnership with the State Government's Major Transport Infrastructure Authority (MTIA) to integrate design in the delivery of major transport infrastructure in Victoria. The OVGA has been funded to provide dedicated design resources to work on the MTIA. This includes: a highly skilled senior design specialist to work across the MTIA and three design specialists to work on projects that fall within the remit of the North East Link Project (NELP), Level Crossing Removal Project (LXRP), the Melbourne Metro Rail Project (MMRP), Major Roads Projects Victoria (MRPV) and Rail Projects Victoria (RPV).

## Principal Adviser, Architecture and Urban Design, Transport Infrastructure

The OVGA is seeking a highly motivated professional for the role of **Principal Adviser, Architecture and Urban Design**. This role will support the delivery of high quality and integrated design outcomes in major transport infrastructure projects that fall within the remit of the MTIA. The successful candidate requires excellent interpersonal skills to build and link broad professional networks, industry and government. This also includes the capacity to work proactively and collaboratively with key stakeholders and multidisciplinary teams (e.g. design professionals, engineers, project managers) in a sensitive and complex environment. The candidate should possess sound commercial acumen and demonstrated experience in government procurement processes.

This position will form part of the growing transport team within the OVGA team that comprises:

- Managing Lead, Urban Design and Architecture
- Principal Advisor, Architecture and Urban Design (Two positions)
- Principal Advisor, Urban Design and Landscape Architecture.

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## Key accountabilities

The Principal Adviser, Urban Design and Architecture, MTIA will:

1. Support the OVGA to advocate and drive for a whole of government approach in the delivery of high quality design outcomes across the MTIA.
2. Support the major transport infrastructure team and OVGA to deliver an effective and consistent design approach across a diversity of project types.
3. Provide strategic and authoritative advice on urban design and integration, design quality and built/transport infrastructure issues to a range of stakeholders. This includes senior management and executives (e.g. OVGA, DPC, NELP, MM, RPV, LXRP and MRPV), project teams, contractors and key stakeholders.
4. Develop strategic relationships and partnerships with relevant Government departments and agencies (State and local) and other key stakeholders (including industry and design professionals) to facilitate knowledge sharing and continual improvement;
5. Represent the work and further the shared objectives and learnings of the OVGA and MTIA collaboration through presentations at public forums and government and industry events.
6. Contribute to the effective management and development of the OVGA as the Victorian Government's key advocate and adviser on good design in architecture, landscape architecture and urban design.

## Key selection criteria

The below key selection criteria outline the capabilities required for the position.

### Specialist expertise

1. Qualified built environment professional with architectural qualifications and extensive experience in industry or government in a design role. (Urban design experience will be viewed favourably)
2. Advanced understanding of significant and complex transport infrastructure and transport interface projects
3. Advanced understanding of design and procurement models and how these affect design quality
4. Demonstrated success managing a range of projects, time management and provide authoritative, constructive and timely advice

### Knowledge and skills

1. **Strategic Leadership**
  - Thinks at the big picture level
  - Entertains wide-ranging possibilities in developing a vision for the future
  - Addresses issues from the perspective of what the government requires
  - Responds to changing requirements and opportunities to continuously achieve best outcomes

## 2. Influence and negotiation

- Identifies and uses channels to effectively influence decision makers
- Uses direct and indirect influencing strategies to gain agreement to proposals and ideas
- Explores alternatives to gain agreement without foregoing key objectives

## 3. Stakeholder management

- Ability to establish and maintain strong relationships across Government and other key stakeholders
- Manages and monitors the impact and risk of a program, project or issue on people or organisations with a vested interest
- Communicates and actively manages key stakeholders at a level appropriate to current work

## Personal qualities

### 1. Conceptual and Analytical Ability

- Can solve problems outside previous experience by applying models and concepts
- Synthesises information from a range of disparate sources and events, including from outside own areas of responsibility
- Can identify and explore the critical points of influence or tension

### 2. Interpersonal Effectiveness

- Is sensitive to the underlying concerns, interests or emotions behind what is being said and done
- Is seen as genuine and honest when dealing with others
- Approaches differences in opinion positively and seeks solutions with mutual benefit
- Communicates well with people from a diverse range of cultures and backgrounds

### 3. Creativity and Innovation

- Thinks with originality with a focus on continuous improvement
- Draws on a range of information sources to identify new ways of doing things
- Reflects on experience and is open to new and unconventional ways to improve practice
- Translates creative ideas into practical solutions and options

## Other requirements

This position also has the following specific requirements:

- Victorian Drivers License required
- Out of hours work may be required, including evening or weekend work and occasional overnight travel

## How to Apply

- Apply before the advertised closing date via the [careers.vic.gov.au](https://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 relevant recent experience and role in projects of the scale, complexity and type discussed within this position description. Cover letters should not exceed three pages.

Please note this position is only open to applicants with relevant rights to work in Australia.

## Additional 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.

Inherent requirements for this position:

1. Ethical behaviour
2. Communication
3. Cognition

and is assessed as having a Low level of intrinsic risk.

### DPC Commitment

#### 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.

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## Security requirements and professional obligations

- **Pre-employment screening will apply to all 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](http://www.relayservice.gov.au)).