POSITION DESCRIPTION

Position Title:	Project Architect Capital Works
Position Number:	7228
Group:	Planning and Infrastructure Services Group
Business Unit:	Infrastructure Services
Service Unit:	Capital Works
Reports To:	Coordinator Capital Works
Grade:	14
Hours Of Work:	35 hours per week
Last Date Of Review:	June 2025
Last Date Of Evaluation:	June 2025

Role Function Summary

The Project Architect Capital Works is responsible for professional architectural services including design and project management, from initiation through planning, execution and completion for Council's Infrastructure Services Capital Works Projects, including transport, buildings, open space and facilities, as well as manage consultants and contractors performing works on Council's behalf. The focus is on the design and delivery of capital works projects to ensure quality, functionality and cost-effectiveness in providing infrastructure services to meet the needs of Council, the general public and Council's customers.

Key Responsibilities (Major and Essential Job Functions)

- Deliver professional, innovative and sustainable architectural and project management services in line with planning legislation, industry standards, WHS, environmental policies, and Council/client requirements.
- Prepare and coordinate accurate and compliant project documentation, including design, construction documentation, technical specifications, procurement documentation, contracts, and compliance reports.
- Conduct feasibility studies and concept development, managing site, financial, planning, and stakeholder constraints in collaboration with internal and external parties.
- Undertake and coordinate site investigations and technical reports, including surveys, geotechnical, environmental, and heritage assessments to inform design decisions.
- Manage budgets and resources effectively, ensuring project targets and capital work programs are delivered on time and within budget.
- Provide regular project updates and maintain strong working relationships with stakeholders and the Coordinator.
- Perform additional duties as directed, aligned with the employee's skills and training, and contribute flexibly to evolving operational needs.
- Ensure Council's work health & safety (WHS) and environmental policies, procedures and systems are implemented, monitored and supported.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: • **Integrity:** We act with commitment, trust and accountability. • **Respect:** We are open, honest, inclusive and supportive. • **Excellence:** We strive to achieve the highest standards. • **Innovation:** We are creative, progressive and strategic. • **Enjoyment:** We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Manager Infrastructure Services, Coordinator Capital works, Capital Works Team, Engineering Services Team, Assets Team, Civil Operations Team, Water & Sewer Team, Leadership Group, Executive Leadership Team, ancillary Infrastructure Services Team, Other Staff
External Relationships:	Community, Transport for NSW Consultants/Contractors, NSW Government Agencies, Other Council's, Community Organisations, and Industry Bodies.
Direct Reports:	Nil
Indirect Reports:	Contractors/Consultants

Specifications and Technical Skills:

Essential Criteria:

- Relevant tertiary qualification (architecture, building design, engineering), registration on the NSW Register of Architects and extensive experience in architectural design, documentation, contract administration and consultant management.
- Demonstrated ability to design, develop, interpret and complete architectural drawings and associated documentation, specifications and reports, necessary for the purpose of architectural services using software such as ArchiCAD, AutoCAD and Adobe Photoshop.
- Strong project, consultant and contractor management experience, including procurement, negotiation, conflict resolution, and delivery of major infrastructure projects in line with legislation, design standards, and construction practices.
- Demonstrated professional, high level, written communication, documentation and organisational skills allowing for the preparation of reports, directives, tender documents, project plans, tenders and effective stakeholder engagement.

- Demonstrated technical proficiency and teamwork, with robust computer skills including PC based spreadsheets, Microsoft Package (including Project), Project Management Software, and corporate database packages (such as Authority).
- Demonstrated ability to work autonomously and collaboratively within a team environment whilst meeting corporate deadlines.

Desirable Criteria:

- Demonstrated knowledge of legislation and engineering standards used in infrastructure delivery services.
- Demonstrated knowledge of project budget management and funding of public infrastructure.

Licences and Tickets:

- Class C driver's licence.
- WH&S General Induction (Construction Industry) card

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

	FREQUENCY				# OF HOURS A DAY							
ACTIVITY	**Repetitive**	**Frequent**	**Occasional**	**Infrequent**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Sitting	✓									✓		
Walking				✓	✓							
Standing				✓	✓							
Bending				✓	✓							
Squatting												
Climbing												
Kneeling												
Twisting												
Lifting												
Driving			✓		✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☑	No	☐	Repetitive Hand Movements	Yes	☑	No	☐
	Right Hand					**Left Hand**			
Simple Grasping (hold bottle)	Yes	☐	No	☑	Simple Grasping (hold bottle)	Yes	☐	No	☑
Power Grasping (tight grip)	Yes	☐	No	☑	Power Grasping (tight grip)	Yes	☐	No	☑
Pushing Pulling (to from body)	Yes	☐	No	☑	Pushing Pulling (to from body)	Yes	☐	No	☑
Fine Manipulation (fine finger)	Yes	☐	No	☑	Fine Manipulation (fine finger)	Yes	☐	No	☑

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Project Engineer** Employee:

Skill Progression Requirements ☑ Step Achieved	**Salary Step**	**N/A**	**1**	**2**	**3**	**4**
Relevant tertiary qualification (Architecture, Building Design, Engineering, or related field)	1					
Demonstrated ability to design, develop, interpret and complete architectural drawings and associated documentation, specifications and reports, necessary for the purpose of architectural services.	1					
Robust computer skills, including PC based spreadsheets, corporate database packages (such as Authority), Microsoft package (including Project) and Project Management Software	1					
Demonstrated knowledge and experience of design software including ArchiCAD, AutoCAD and Adobe Photoshop.	1					
Experience in the application of the relevant legislation, design standards and construction practices and methodologies.	1					
Sound knowledge and understanding of design principles and standards for major building and open space infrastructure projects.	2					
Demonstrated advanced ability to supervise, manage and administer contractors and consultants.	2					
Sound Knowledge and demonstrated professional experience in the development of detailed project plans, documentation, tender specifications and contract terms and conditions e.g. GC21, MW21 in a quality assured environment.	2					
Demonstrated knowledge of funding and reporting of capital works projects.	2					
Demonstrated knowledge of project delivery documentation, record keeping, meetings and stakeholder consultation.	2					
Project procurement and project management experience demonstrating high levels of technical and organisational leadership within the infrastructure services industry.	3					
Demonstrated ability to interpret designs and documentation and respond to RFIs (Request for Information) and variations.	3					
High order project risk analysis undertaken. Ensures other project team/contractors carry out and record risk analysis as required.	3					
Demonstrated ability to cross skill through performing responsibilities of other team members.	3					
Demonstrated delivery of architectural documentation on time, budget and to a high quality standard.	3					
Demonstrated ability to relieve for the Coordinator Capital Works.	4					
Demonstrate process improvement by making changes to work procedures that enhance Council's performance, efficiency and cost savings.	4					
Advanced knowledge and demonstrated experience in the development of WHS and Environmental systems and specifications.	4					
Displays high-level contract management and conflict resolution skills and abilities.	4					
Demonstrated ability to concurrently deliver multiple project	4					

designs and documentation using best industry practice, and using consultants / contractors and temporary resources.						

Skills Review Year (eg 2025): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

_____

_____

_____

Employee's Comments: _____

_____

_____

_____

Name Signature Date

Coordinator's Comments: _____

_____

_____

_____

Name Signature Date

Manager's Comments: _____

_____

_____

_____

Name Signature Date

Summary of Skills Assessment	**1**	**2**	**3**	**4**
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☑ **Proposed Salary Step Placement**				