



Role Title:	Landscape Design Coordinator	Reports to:	Contract Project Manager
Primary Location:	Forestec	Employment Type:	Fixed Term 12 months
Hours:	Full Time	People Leader:	Yes
Line of Business:	On Country	Job Level:	Crew Leader/Supervisor

Role Purpose: The Landscape Design Coordinator will be responsible for preparing accurate, highly creative landscape design solutions with strong consideration to the Cultural needs of the Gunaikurnai and the natural environment. You will advise on, plan, design and oversee the delivery for GLaWAC contracted landscape design and construction projects.

This role will be responsible for day to day supervision on projects. You will ensure that all OH&S requirements for the worksite and vehicles are fulfilled and all risks reported and either resolved or managed. You will have a responsibility to provide ongoing coaching and mentoring to develop crew skill levels and confidence.

Role Accountabilities

Operational duties	<ul style="list-style-type: none"> • Meet with clients, engineers, and building architects to understand the requirements of a project • Prepare site plans, specifications, and cost estimates • Coordinate the arrangement of existing and proposed land features and structures • Prepare graphic representations of plans using computer-aided design and drafting software • Select appropriate landscaping materials
Relationship Management	<ul style="list-style-type: none"> • Ability to effectively communicate instructions and delegate tasks to crew members • Build and maintain strong working relationships with fellow employees and external agencies and community • Constant coaching and educating crew members to build capability and confidence
OH&S	<ul style="list-style-type: none"> • Ensure all OH&S requirements are fulfilled, and all risks reported and mitigated • Check equipment/tools to ensure they can be deployed and operated in a safe manner • Comply with OH&S regulations regarding handling and use of chemicals • Operate and maintain various horticultural machinery in a safe and professional manner • Reinforce a Safety-First Culture • Stop any unsafe acts or processes that seem dangerous or unhealthy Ensure the welfare and safety of all staff including strict compliance with OH&S policies and GLaWAC safety Policies. Brief and supervise crews. • Follow established OHS requirements • Conduct maintenance checks and actions as required. • Report any incidents or concerns to managers and through provided reporting mechanism.

Specific Role Competencies

Essential	<ul style="list-style-type: none"> • Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people and community. • Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture. • Qualifications in landscape design and/or relevant industry related design experience • Relevant tickets where required • Demonstrate a high working knowledge of horticulture, plant identification and specification. • Demonstrate a strong understanding of all hard and softscape features found within the landscape, including but not limited to patios, retaining walls, pools and spas, water features, decks, pavilions, pergolas, plantings, lighting, etc. • Exceptional portfolio of previous design experience. • Ability to build working relationships and liaise and consult with internal and external stakeholders • Understanding of all laws and codes required to undergo the project
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	<ul style="list-style-type: none"> • Critical thinking and problem solving • Excellent decision making and leadership capabilities • Strong interpersonal and communication skills • Ability to operate well under pressure • Extensive experience in Project Management • Demonstrated ability to negotiate and influence all levels of stakeholders while maintaining positive relationships • Well-developed organisational skills and demonstrated ability to set priorities and meet tight work demands • Well-developed written and verbal communication skills • Intermediate level Microsoft Office skills
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Core Leadership Competencies

CAPABILITY	BEHAVIOUR
Business Acumen	<ul style="list-style-type: none"> • Understands what GLaWAC does and helps their team/ peers to understand how these apply • Shares knowledge of business with team and peers • Considers the commercial impacts for GLaWAC when making decisions • Looks for opportunities to grow the GLaWAC business
Strategic Leadership	<ul style="list-style-type: none"> • Understands GLaWAC's strategic vision and annual business goals and communicates in a way that makes sense to their team in the roles that they do
Collaboration & Stakeholder Management	<ul style="list-style-type: none"> • Works collaboratively with peers and other teams • Listens to and responds to stakeholder needs • Accepts feedback from stakeholders / partners and adjusts to accommodate
Communication	<ul style="list-style-type: none"> • Demonstrates active listening skills and uses effective questioning • Presents thoughts and ideas clearly and succinctly • Prepares effective reports and/or presentations to communicate with the audience, taking into consideration the needs of the audience • Effectively manages conflicts
Delivery Focus	<ul style="list-style-type: none"> • Provides coaching and guidance to team members/ others to ensure they know what they need to deliver (what and by when) • Always does what they say they will • Meets required deadlines with high quality output • Prioritises workload to achieve results and has the courage to ask for help if needed • Demonstrates the resilience to keep moving forward when faced with business challenges
Develops Others	<ul style="list-style-type: none"> • Knows their team/ peers – really understands them, their roles, knows where they are at and when/if they need to support and when to step in • Ensures the team/ peers has the right skills, capabilities and “tools” to deliver on objectives
Manages Self	<ul style="list-style-type: none"> • Is self-aware; knows personal strengths, weaknesses, opportunities and limits • Is cool under pressure, does not become defensive • Is open to and seeks feedback • Learns from mistakes

Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement).
- Current Victorian Manual Driver's Licence.
- Police check

Key relationships

Internal

- GM On Country
- NRM and Project Manager
- Aboriginal Business Development Manager
- Peers
- Other Crew

External

- Various stakeholders
- NRM Partners
- Community members