

Employment Information Package

Landscape Designer

Position number: POS0600

Enquiries:

Name: Dravid Rao

Position: Team Leader Community Place

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Application closing date: WEDNESDAY 16 SEPTEMBER 2026

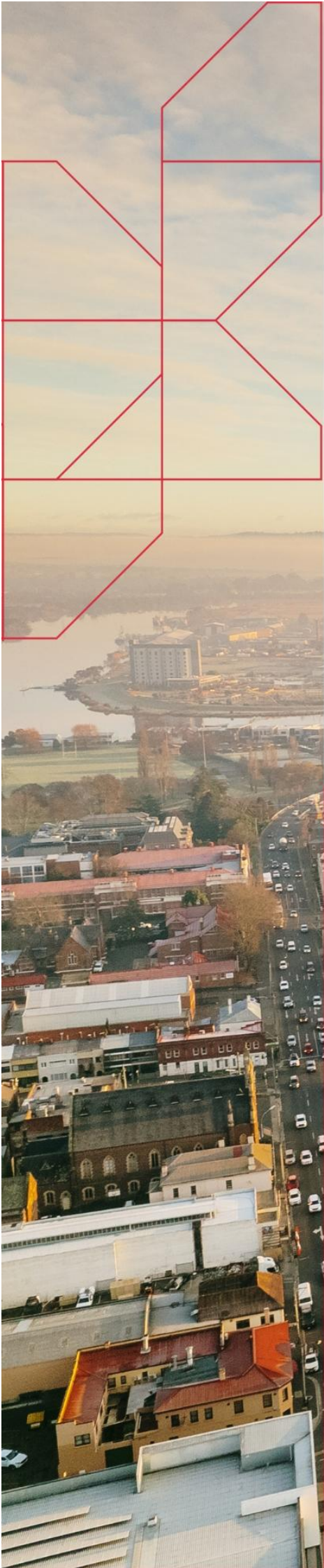
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Address applications to:
Senior Leader People, Governance and Safety
City of Launceston
PO Box 396
LAUNCESTON TAS 7250
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

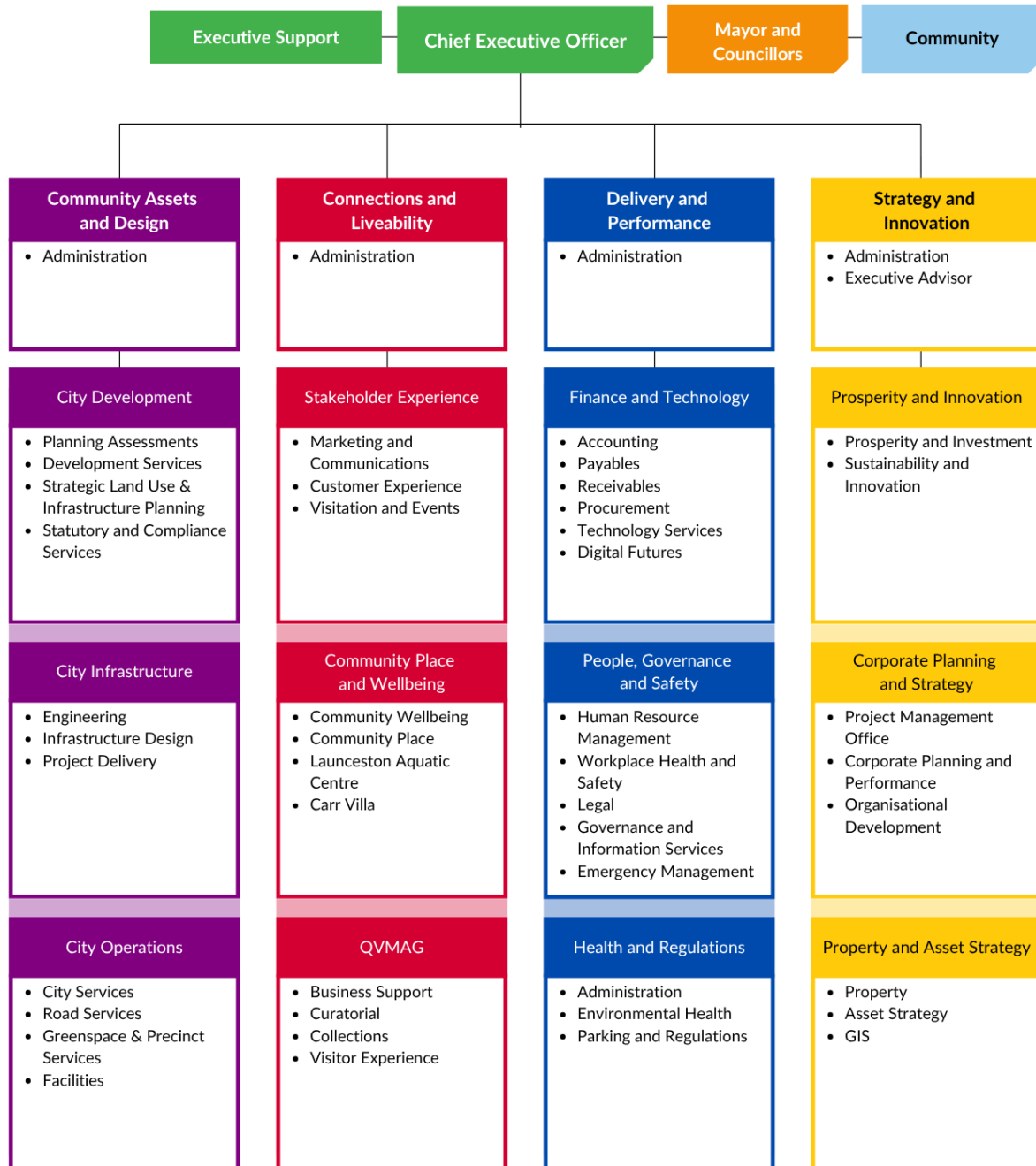
The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Depending on your role, you may have access to a 4 day compressed week or 9 day fortnight
- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to fostering a flexible and supportive working environment. While flexibility may vary depending on the nature of each role and operational requirements, we aim to work with our employees to find arrangements that are practical, sustainable, and mutually beneficial.
- Access discounts through Fitness Passport, Solstice Energy, MyState Bank, Launceston Aquatic Centre and the QVMAG Gift Shop.
- Employees have access to purchase additional leave.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the Human Resources Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received

- Former employees will be subject to relevant internal checks as part of the recruitment process

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

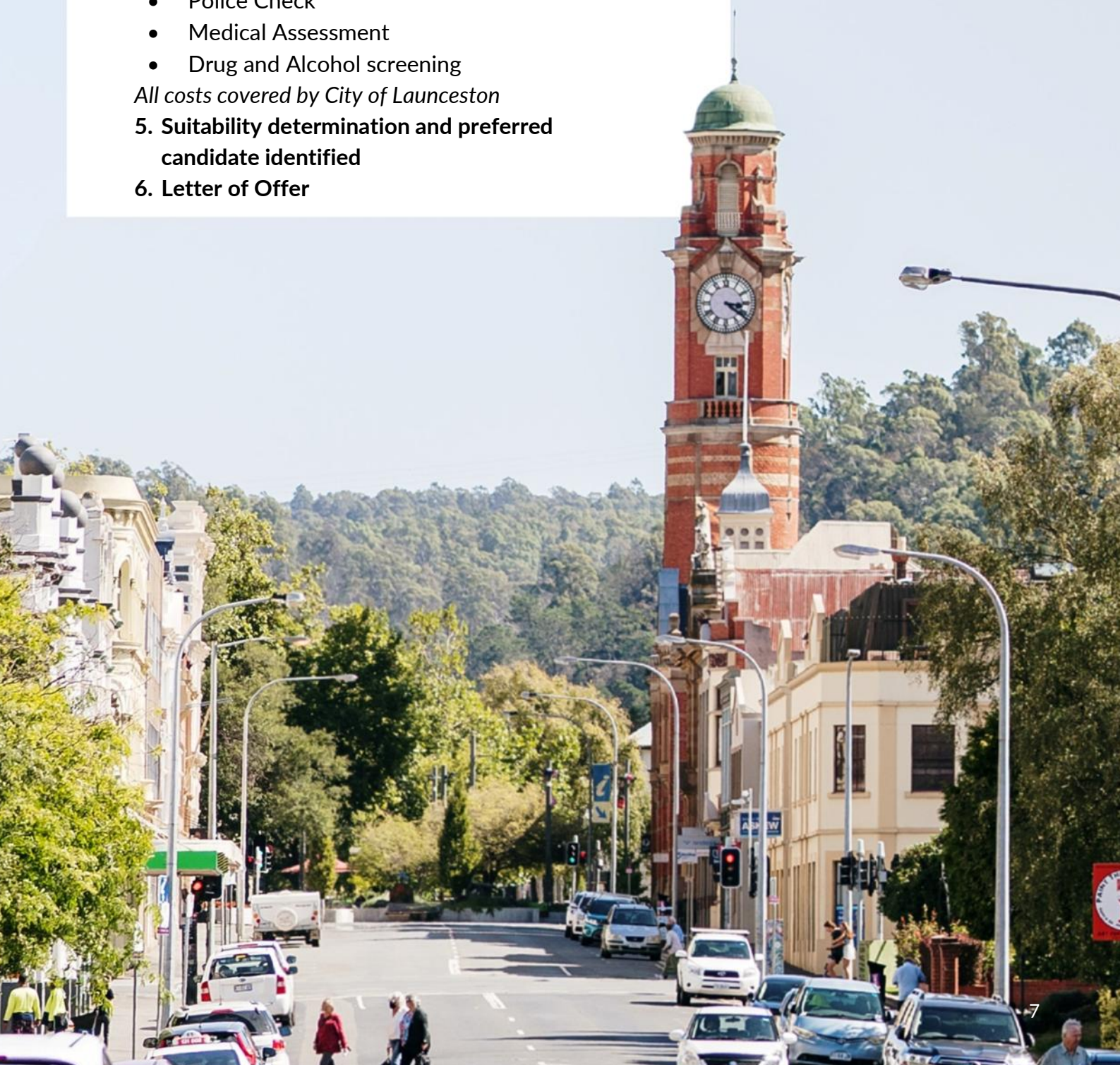
4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Landscape Designer
Employment terms	Permanent full time
Working pattern	4-day compressed week or 9-day fortnight, subject to operational requirements. (76 hours per fortnight)
Total remuneration	\$120,110 - \$136,706 per annum*
	<i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$104,217 - \$118,617
Superannuation	Employer contribution of 15.25%

Probationary period

All new employees covered by the City of Launceston Enterprise Agreement 2026 are subject to a three-month probationary period, which provides an opportunity for both you and the Council to assess your suitability for the role, including performance, behaviour and alignment with our Values. During this time, you will receive regular feedback and support. The probationary period may be extended by up to a further three months if required, in line with the Enterprise Agreement and Organisational Policy.

- **Annual leave:** employees are entitled to four weeks (pro-rata for part-time employees) annual leave per year, plus leave loading. Additional annual leave can be purchased or accessed at half pay.
- **Personal leave (for sick and carer's leave):** employees are entitled to 2 weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to 14 weeks paid (or 28 weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long service leave:** long service leave applies after seven years continuous service.
- **Wellness leave:** two days of Wellness Leave for full-time employees (pro rata for part-time employees) that can be used in addition to personal/carers leave for the general health and wellbeing of employees
- **Additional leave:** full-day leave for Launceston Cup Day, end-of-year shutdown leave (or equivalent for essential workers), IVF Leave, Gender Affirmation Leave, and generous allowances and loadings for eligible work conditions.

The City of Launceston Enterprise Agreement 2026 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

PF NUMBER:		POS NUMBER:	POS0600
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POSITION TITLE:	Landscape Designer
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Community Place Community Place and Wellbeing Connections and Liveability
REPORTS TO:	Team Leader Community Place
PREPARED BY:	Matthew Jordan
DATE:	29 July 2026

APPROVED BY:	
NAME:	Ali Kemp
POSITION:	Executive Leader Connections and Liveability

POSITION PURPOSE (Why does this position exist)
The Landscape Designer provides specialist landscape design expertise to support the planning, design and delivery of public open space projects across the municipality. The role contributes to the development of landscape design frameworks, concept plans, master plans and public open space initiatives that enhance the quality, functionality, accessibility and appeal of parks, reserves, open spaces, streetscapes and civic places. The position supports the delivery of strategic and site-specific projects, provides specialist advice on landscape design outcomes, and contributes to community engagement activities that inform project development. Through collaboration with internal teams, consultants, stakeholders and the community, the Landscape Designer helps create attractive, sustainable and inclusive public spaces that support community wellbeing and contribute to Launceston's identity and sense of place.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. • Our people matter • We care about our community • We bring an open mind • We go home safe and well	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/toolbox meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Provide specialist advice	• Provide expert advice on landscape Design, public realm improvements and open space development. • Review proposals and recommend design improvements where required.	Sound design advice supports informed decision-making and quality project outcomes.
Enhance public realm and open space outcomes	• Contribute to the planning and design of parks, reserves, open spaces, streetscapes and civic places. • Identify opportunities to improve the functionality, accessibility and appeal of public spaces.	Public spaces are attractive, accessible, functional and valued by the community.
Lead and support landscape and public realm projects	• Lead or contribute to landscape, public realm and open space projects from concept through to delivery. • Coordinate design inputs and support project implementation.	Projects are delivered efficiently and achieve high-quality design outcomes.
Develop landscape and open space plans	• Prepare and implement landscape, open space, streetscape and public realm plans, concept designs and design guidelines. • Contribute to the long-term planning and enhancement of Council's public open space network	Landscape design effectively guide future investment and improvements to public open spaces.
Collaborate with stakeholders	• Work with internal teams, consultants, government agencies and community stakeholders.	Strong relationships support coordinated project delivery

Accountabilities	Activities/Tasks include:	Success looks like ...
	Foster collaborative approaches to project planning and delivery.	and positive community outcomes.
Continuous improvement and innovation	- Promote contemporary landscape practices and innovative design solutions. - Contribute to the continuous improvement of processes and design outcomes.	Design practices remain contemporary, practical and responsive to community needs.
Disaster management support	Undertake assigned duties during emergency and disaster events as required.	Effective contribution to Council's emergency response and recovery activities.
Contribute to the development of policies and frameworks	Contribute specialist landscape, public realm and placemaking expertise to the development and implementation of urban design policies, guidelines and frameworks.	High quality policies, guidelines and frameworks prepared in a timely manner and in keeping with the project scope.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
- Community Focussed: considers community/customers in decision making - Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others

• Create and Innovate: displays initiative & considers different ideas and perspectives • Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific
• Landscape Design/Architecture Expertise: Demonstrated expertise in landscape architecture, public realm design, master planning and design framework development. • Project Delivery: Proven ability to deliver complex landscape, open space and public realm projects involving multiple stakeholders. • Strategic and Creative Thinking: Ability to develop innovative, practical and sustainable design solutions that respond to community and organisational priorities. • Stakeholder Engagement: Strong stakeholder engagement and influencing skills, with the ability to build productive relationships and achieve positive outcomes. • Communication: Highly developed communication skills, including the ability to prepare professional advice, reports and design documentation. • Political Awareness: Demonstrated understanding of organisational, community and political considerations affecting Council projects and decision-making.
POSITION QUALIFICATIONS AND EXPERIENCE
Mandatory Qualifications / Licences/Registrations
Working with Vulnerable People Check - No
Class C drivers licence required - Yes
• <i>List only qualifications, registrations or licences that are a fundamental requirement for this role</i>
Required Qualifications/Experience/Skills/Knowledge/capability
• Degree in landscape design/architecture or related discipline • Minimum 5 years' experience in landscape architecture, public realm design, open space planning or a related field. • Demonstrated experience in the planning, design and delivery of parks, open space, streetscape or public realm projects.
Desired Qualifications/Experience/Skills/Knowledge/capability
• Experience working with multidisciplinary project teams, consultants and community stakeholders. • Eligibility for membership, or membership, of the Australian Institute of Landscape Architects (AILA) preferred but not mandatory

REPORTING STRUCTURE	
Leader	Team Leader Community Place
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships

Executive Leader Connections and Liveability	Provide advice, briefings and project updates on significant public realm, open space and landscape design projects as required.
Senior Leader Community Place and Wellbeing	Provide project updates, specialist landscape design advice and recommendations. Seek direction and guidance as required.
Team Leader Community Place	Collaborate on work programs, project delivery and open space planning projects.
Community Place team	Work collaboratively to deliver landscape, public realm and open space projects and initiatives.
Senior Leaders, Team Leaders and Council Officers from other teams and networks	Provide specialist landscape architecture and public realm input to projects, policies and initiatives requiring multidisciplinary collaboration.
Community Place and Wellbeing Team	Provide specialist advice on open space and landscape design matters and collaborate on projects that support community outcomes.
Councillors	Provide technical information, project updates and professional advice as required.
External	Nature of Relationships
Community stakeholders	Respond to enquiries within the position's scope and engage on public realm, open space and landscape projects to support informed participation and feedback.
Consultants and contractors	Prepare project briefs, manage consultant inputs and review technical work to ensure project objectives and design outcomes are achieved.
Government Departments	Collaborate on matters relating to public open space, recreation, infrastructure, environmental management and public realm projects.
Developers and property owners	Collaborate and provide advice on landscape design and open space outcomes where relevant to Council projects and initiatives.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$5000

Confidentiality

Employees are

- Able to access; or
- May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston.

Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
Expectations of a City of Launceston employee: • Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism; • Seeks feedback broadly and asks others for help with own development areas; and • Translates feedback into an opportunity to develop.

