



CO
DESIGN
STUDIO

POSITION
DESCRIPTION:
PRINCIPAL

SHAPING
NEIGHBOURHOODS
THAT THRIVE

ABOUT US

**CODESIGN STUDIO IS A
GLOBALLY RECOGNISED
PLACEMAKING CONSULTANCY
THAT HELPS DECISION
MAKERS SHAPE THRIVING
NEIGHBOURHOODS WITH REAL
COMMUNITY BENEFIT.**

Decision makers are all beginning to think differently about how to create great places. But knowing how to deliver authentic places with real community benefit can be challenging.

CoDesign Studio provide the link between councils, property developers, service providers and local residents, using community engagement and place activation to create places people love and feel connected to.

We enable decision-makers to transform neighbourhoods by identifying strategies, implementing solutions and measuring outcomes that deliver positive value for people. We work nationally, with offices on Melbourne and Brisbane.

Our award-winning People-Process-Place framework has been tested in over 100 neighbourhoods to turn main streets, underutilised spaces, parks and activity centres streets into places people love and feel connected to.

CoDesign Studio operates as a not-for-profit social enterprise, our mission is to create thriving neighborhoods, for everyone.

IMPACT

We help our clients create positive social impact in neighbourhoods.

CoDesign achieves its mission to make social connection a priority for neighbourhood policy, planning and design in the following ways.

- > **Place:** Building socially connected neighbourhoods
- > **People:** Inspiring active citizenship
- > **Process:** Creating an enabling environment to support community action

We measure impact across these three place-people-process pillars and report annually.

Here are our results to date.

PLACE



117
Neighbourhoods improved



98
Places activated for community and social use

PEOPLE



28k
People directly engaged in shaping neighbourhood improvement projects



57
Community leaders and organisations trained to lead social innovation projects in their neighbourhood.

PROCESS



15
Institutions strengthened through process innovation and training in community-led practice.



700k
Documents and resources downloaded.

VALUES

WE BELIEVE IN PRACTICAL IMPACT, AND THIS EXTENDS TO OUR NO-NONSENSE COMPANY VALUES:

- > **Campsite rule:** You leave the world better than you found it – that includes communities, clients, our team and the bottom line.
- > **Leadership Jazz:** You are flexible, self-motivated, self-aware and creative, and meet challenges with enthusiasm.
- > **Raise the bar:** Your commitment to excellence inspires others.
- > **Don't be a dick:** You are respectful, and work comfortably with a wide range of clients and communities.
- > **Candour:** You talk straight, have excellent communication skills, and aren't afraid to have the tough conversations. This goes for the team, clients and collaborators.
- > **Get the right sh%t done:** You prioritise your time well and accomplish amazing amounts of important work.

THE POSITION: PRINCIPAL (HEAD OF PRACTICE)

POSITION PURPOSE

The Principal (Head of Practice) is a key leadership position within the organisation. The Principal will serve as a partner to the CEO and senior management team of the organisation with a focus on four key areas of CoDesign's operations: Projects, Proposals, People and Processes.

CoDesign is a small but rapidly growing organisation. We are flying while we are building structure, protocols and systems to improve the efficiency of our team and ensure that we are able to deliver social benefit.

As Head of Practice, the Principal is responsible for operational management, project/program delivery, quality assurance and business development, while fostering a strong team culture. It is expected that Principal will achieve much of the system development and management tasks through project work, rather than as a separate task.

Placemaking is a very broad field of work. As such we welcome applications from a range of professional backgrounds including placemaking, architecture, urban design, urban planning, landscape architecture, community engagement and/or social impact combined.

The candidate must have solid working experience in consulting and good business management skills.

An innovative thinker, the candidate will contribute to the organisation's business development including proposal writing as well as generating new project concepts and ideas to pitch to clients.

ABOUT YOU

KEY ATTRIBUTES

1. A CONTEMPORARY AND ETHICAL APPROACH TO IMPACT-DRIVEN BUSINESS

- > Strong values alignment to CoDesign Studio's not-for-profit social enterprise model, its vision, mission and goals.
- > Commercially minded, with consulting experience.
- > Ability to identify, define and pitch new business development opportunities to clients and partners to support CoDesign's growth.
- > Understanding of CoDesign's social enterprise model and the balance of meeting the competing demands of profit and social impact

2. SENIOR BUSINESS MANAGEMENT EXPERIENCE

- > At least 7 years' experience and proven success in organisational leadership and consulting.
- > Capacity to lead in a complex and changing environment.
- > Strong track record in leading, management and growing effective teams;
- > Brings knowledge and practical experience in organisational management in order to create and implement systems for project management, team efficiencies and quality assurance.

3. PROVEN TRACK RECORD IN INDUSTRY LEADERSHIP IN URBAN DEVELOPMENT AND SOCIAL INNOVATION

- > Holds high professional; standards, practical experience and solid reputation for success and quality service.
- > Proven industry experience including, but not limited to the following client sectors:
 - > Placemaking
 - > Community and stakeholder engagement
 - > Urban planning, property and urban and regional development
 - > Architecture, Urban Design or Landscape Architecture
 - > Business development
 - > Social innovation and social entrepreneurship
- > Highly developed facilitation skills and stakeholder management skills with a track record in conference presentations, workshop facilitation and leading strategic meetings.

4. SELF-MOTIVATED, SELF-RELIANT AND TAKES INITIATIVE TO GET THINGS DONE

- > Excellent organisation and time-management skills;
- > Open minded, flexible and committed to continuous learning;
- > Ability to manage competing demands with limited timeframes.

5. EXCELLENT COMMUNICATION AND INTER-PERSONAL SKILLS

- > Outstanding verbal and written communication skills.
- > Demonstrated track record in managing effective and positive client relationships
- > Ability to engage with team members and contribute to a strong organisational culture.
- > Respectful, and able to work with a wide range of people in the office and with communities.

KEY ACCOUNTABILITIES

1. PROCESSES

- > Lead management of operations across the business, in line with the organisational strategy and vision.
- > Create new and implement existing organisational systems and processes to ensure profitability, team efficiency and quality assurance.
- > Participate in the development of tools and strategies to improve and increase the organisation's social impact in line with the Social Impact Framework.

2. PROJECTS

- > Oversee organisational project pipeline including planning for staff resourcing, budgets and staff capability
- > Oversee the work of project managers, aligning staff behaviours and practices to preferred systems and ensuring project deadlines and quality standards are met.
- > Establish and maintain standards and approaches for quality assurance. Ensuring quality project output, and client satisfaction.
- > Committed to providing exceptional and professional service across all channels – written, phone and face to face.
- > Maintain a utilisation target of 70%.

3. PROPOSALS

- > Identify, create and develop new product and program opportunities to increase organisational sales.
- > Work with the CEO to implement business development processes across the businesses.
- > Oversee management of tenders and provide strategic direction to staff working on proposals.
- > Responsibility to meet annual business development target set for Principal level staff.

4. PEOPLE

- > Directly manage a team of 3-4 project managers and oversee resourcing requirements, team professional development needs and career development.
- > Be a coach and mentor to staff.
- > Develop and improve organisational systems for staff management

5. GENERAL ADMINISTRATION

- > Day to day organisational management of the practice including reinforcing accountability for organisational systems and strategies.
- > Maintain record keeping in accordance with all relevant statutory obligations and reporting requirements of not-for-profit.
- > Other administration as required.

THE NITTY GRITTY

REPORTING

Reports to the CEO

SALARY AND INCENTIVES

Principal – Head of Practice base level salary is \$100,000 plus super (\$109,500 package), with the opportunity for bonuses and incentives based on organisational performance.

HOW TO APPLY FOR THIS JOB

Applications due **midnight (AEST) Friday 4th May 2018** and must include:

- > A detailed cover letter explaining your interest and fit, and your understanding of CoDesign Studio's work.
- > Your current Curriculum Vitae or resume including the names and contact details of three referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission.
- > A short statement of no more than two pages which addresses each of the 4 key accountabilities.

Applications are to be submitted by email to fiona@codesignstudio.com.au.

FURTHER INFORMATION

If you would like to discuss the role or any of its particulars, please don't hesitate to get in touch with Lucinda Hartley lucinda@codesignstudio.com.au or (03) 9417 0020.



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