Recreation Liaison and Open Space Planner

Position Description


**Recreation Liaison and Open Space Planner**

**Classification**
Band 7

**Status (FTE)**
Permanent (1.0)

**Division**
Resilient Communities

**Occupant**
Vacant

**Date**
February 2020

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**About us**

From surfing to cycling to wining and dining and everything in between, Bass Coast provides the perfect balance of rural, residential and holiday lifestyles for all to enjoy - all with stunning backdrops of beaches, bushland and rolling hills.

A fast growing peri urban coastal shire with a strong focus on the balance of environment, economy and community. The environment is our economy. To meet the needs of our fast growing status our organisation has been reimagined to meet the current and future challenges. Our organisation is underpinned by the principles of:

- We deliver
- Placing the customer at the centre of everything we do and,
- Being a part of something bigger

With a proven track record of investing in our people we attract high quality applicants who want to contribute to our community, excel in their careers live the values of Excellence, Passion, Imagination, Integrity & Courage.

Reporting to the Coordinator Recreation and Culture, the Recreation Liaison and Open Space Planner is responsible for the implementation of recreation and open space projects and activities that contribute to the delivery of Active Bass Coast 2018 and the Council Plan. This is achieved through the development and management of relationships with community clubs and associations, funding partners and key recreation organisations, who Council will work with to deliver recreational outcomes for the Bass Coast community.
Key responsibility areas

- Responsible for the development, implementation and review of the full range of Council-adopted Recreation and Open Space Plans.
- Respond to customer enquiries on recreation and open space planning issues, ensuring compliance with statutory and policy requirements.
- Promote, develop and maintain strong links with and between community organisations, state and federal governments, non-government agencies, the private sector and individuals.
- Actively participate in relevant industry networks and activities and oversee the delivery of community development training, workshops and information sessions.
- Lead through the management of property issues including leasing and licencing, seasonal and casual hire of recreation facilities.

- Work with relevant consultants and other Council departments on planning issues that impact Bass Coast and require specialist recreation and open space advice.
- Manage the research and development of strategic planning for recreation and open space facilities.
- Develop and maintain knowledge of current recreation, playground and open space planning trends and statistics.
- Identify external funding sources to assist with recreation, leisure and open space projects.
- Develop grant applications and funding submissions.
- Complete report writing required for recreation and open space issues and projects.
- Prepare budget estimates for recreation services and capital works applications relating to recreation, open space and playspace planning.

Organisational relationships

Coordinator Recreation and Culture

Recreation Liaison and Open Space Planner
Recreation and Open Space Planner
Team Leader Arts and Culture
Social & Community Planning Administration Officer
Accountability and extent of authority
The incumbent is responsible and accountable for:

- Delivering on what is promised by when it is promised.
- Delivering within financial parameters.
- Engaging and building relationships with key stakeholders.
- Contribute to developing key performance indicators within Active Bass Coast and the Council Plan.
- Accountable for the quality, effectiveness, cost and timeliness of recreation and open space programs and projects.
- Identify and refer risk issues to Council.
- Understand and comply with the organisations principles, standards, policies and procedures, including: Working Together (Equal Employment Opportunity), Fraud Policy, Code of Conduct, and the Customer Service Charter.
- Contribute to emergency management activities when required and as directed by the General Manager.

Competencies
Judgement and decision making
The incumbent must be able to:

- Solve complex problems in a demanding operating environment and contribute to strategy and policy development for the Resilient Communities Division and Council.
- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.

Specialist Skills and Knowledge
The incumbent must be able to demonstrate:

- Ability to provide professional advice to internal and external customers in relation to specialist matters.
- Knowledge of relevant legislation and regulations relevant to recreation and open space planning.
- A sound understanding of Active Bass Coast 2018 and the Council Plan and the legal, socio-economic and political context.
- Ensure policies are developed, up to date and communicated regularly across the organisation as appropriate.
- Ability to maintain professional skills and knowledge through education, establishing networks, qualifications and memberships.

Management skills
The incumbent must be able to demonstrate:

- Ability to achieve results within set timeframes and against conflicting priorities.
- Ability to supervise consultants and contractors in carrying out specific projects.
- A commitment to initiate, implement and manage change.

Interpersonal skills
The incumbent must be able to demonstrate:

- An ability to liaise, engage and consult with all relevant stakeholders to discuss and resolve specialist matters.
- Well-developed written and verbal communication skills and effective presentation skills.
- An ability to design, develop, implement and report on business and project management plans.

Qualifications and experience
The incumbent requires:

- A tertiary qualification in recreation planning or relevant experience in a related field.
- Knowledge of and ability to apply recreation and open space planning process is required.
Pre-Employment Checks
Applicants will be required to undergo pre-employment checks including but not limited to a Police Records Check and Working with Children Check.

Key Selection Criteria
Selection will be based on the following key selection criteria; however reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- Tertiary qualifications in recreation, planning or a relevant discipline with extensive experience in a related field.
- Ability to work effectively and efficiently with a large range of internal and external stakeholders.
- Ability to analyse complex and significant recreation and open space issues and understand the needs of internal providers, the political environment, the community and others.
- Highly developed oral and written communication skills, including influencing and negotiating, rapport building and report writing.
- High level project and budget management skills.
- Current Victorian Driver’s Licence.