

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Recreation & Open Space Project Officer
POSITION NUMBER:	2084
DIVISION:	City Life
DEPARTMENT:	Community Participation
CLASSIFICATION:	Band 5
REPORTS TO:	Team Leader Community & Recreation
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	All staff
EXTERNAL LIAISONS:	Recreation groups and associations, advisory committees, friends of parks and community groups, government departments, service providers, general public
DATE:	October 2024

POSITION OBJECTIVES:

The Recreation and Open Space Project Officer position will effectively service manage open space projects and community user groups, events and assets.

ABOUT US:

The City Life Directorate aims to provide quality and value-for-money services to the community, including Community Care, Community Participation, Community Safety & Regulation, Community Strengthening, Family Services and Swim, Sport and Leisure.

The Community Participation Department is dedicated to building and maintaining community relationships and programs, including our First Nations community for a culturally safe space for all.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Web content management for open space assets.
2. Management of community tenancy agreements on City of Greater Geelong owned or managed land.
3. Management of relevant asset databases.
4. Reserve and open space service management and asset management.
5. Liaison with community members and community groups.
6. Assistance with the preparation of draft reports and correspondence as required.
7. Liaison with council's Events unit for events on council reserves.
8. Maintenance and provision of accessible information on recreation opportunities for residents of the City of Greater Geelong.
9. Adhere to all Council's policies and procedures relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behavior does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable:

- Manual handling tasks.
- Prolonged periods of inactivity e.g., sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:**Essential:**

- Demonstrated customer service and stakeholder management experience.
- Demonstrated experience in community liaison and public relations.
- Administrative and word processing experience.
- Sound oral and written communication skills, including report writing skills.
- Sound knowledge of the recreation industry and associated assets.
- Ability to work both independently and in a team environment.
- Excellent computer skills including the Microsoft Office suite and experience in maintaining databases.

Desirable:

- Qualifications in recreation or a related discipline.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the confidentiality of all unit-related documentation within control of the position.
- Accountable for the timely and accurate drafting of correspondence and reports.
- Accountable for the efficient flow of documentation.
- Authority to determine priorities for the day-to-day administration of the position.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Judgement is exercised in the selection of the most appropriate processes, systems and methods available in the unit.
- Exercise judgement, prioritise and make decisions concerning routine and specific administrative functions.
- Show initiative and innovation in approach to all aspects of the position.

SPECIALIST SKILLS AND KNOWLEDGE:

- Understanding of recreation philosophy and principles.
- Sound knowledge of the recreation industry and associated issues.
- Developed knowledge and skill in operating software and maintaining databases.
- Well-developed literacy and numeracy skills.
- Ability to comprehend, analyse and research data.
- Ability to work in a team environment.
- Willingness to be proactive in promoting council's services.
- Ability to demonstrate initiative and innovation in all aspects of the position.

MANAGEMENT SKILLS:

- Ability to effectively plan, organise and manage own time to achieve targets within a set timetable.
- Ability to manage projects.
- Ability to work under pressure and meet strict guidelines.
- Ability to work without supervision and adapt to changing priorities.
- Ability to assist in the preparation and monitoring of budgets.

INTERPERSONAL SKILLS:

- Possess a tactful, personable and courteous attitude.
- Good communication skills both written and oral.
- Ability to gain cooperation and support from others to achieve given goals.
- Awareness of self and the part personal attributes play in communicating with others.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.

ADDITIONAL INFORMATION:

- Requirement for occasional attendance at out-of-hours meetings.