



Recreation and Open Space Planner

Position Number: 500531

Directorate: Advocacy and Community Services

Department: Liveable Communities

Reports to: Recreation and Open Space Coordinator

Classification: Band 7

Employment Status: Permanent

Location: **Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: Junel 2020

Employee signature: _____ **Date:** / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



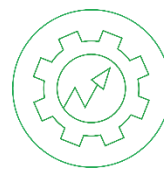
Respect



Customer Service
Excellence



Accountability

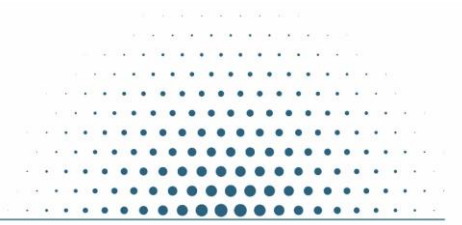


Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure



- > Advocacy and Community Services

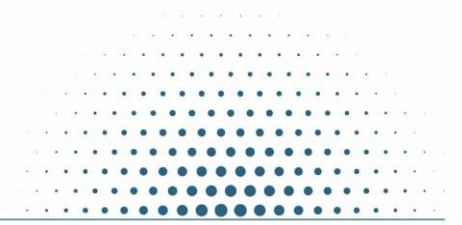
About the Role

Objectives

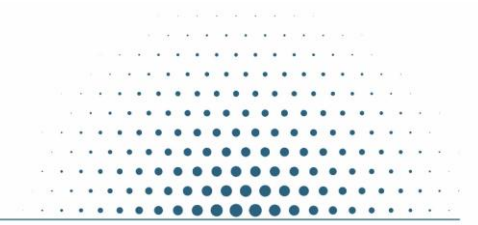
- > Lead the development and implementation of policies, strategies and plans for recreation and open space services to meet the needs of Mitchell's current and future communities.
- > Build and develop strong effective partnerships with key stakeholders to facilitate the realisation of Council's goals and strategies to improve recreation and open space service outcomes and the health and wellbeing of Mitchell's current and future communities.
- > Play a key role in corporate strategic planning for Mitchell's southern residential growth area future services.

Key Responsibility Area

- > Open space planning
 - Be responsible for the implementation and periodic review of the Mitchell Open Space Strategy.
 - Provide expert recreation and open space advice to growth area strategic land use planning, including for Precinct Structure Plans and town Structure Plans.
 - Collaborate with neighbouring councils, state government departments and other agencies on regional and sub-regional recreation and open space planning.
 - Provide referrals advice to Council's Strategic Planning department.
 - Represent Council at meetings with state government departments and agencies, including the Victorian Planning Authority, the Department of Environment, Land, Water and Planning and Sport and Recreation Victoria.
- > Research and expert advice
 - Provide referrals advice to Council's Statutory Planning Department and Asset Management unit.
 - Monitor trends and issues impacting on sport, recreation and open space services and provide timely expert advice to senior management and Council on these and the implications for Council.
 - Undertake research and identify trends and emerging issues which may impact on recreation and open space services provision in Mitchell.
 - Provide expert evidence-based advice and reports to senior management and Council.
 - Develop evidence-based service improvement plans and strategies.
 - Provide succinct and accurate data and other information to support evidenced-based external grant funding applications.
- > Advocacy, partnerships and community engagement
 - Lead key community engagement processes regarding recreation and open space policies, strategies and plans.
 - Lead effective cross-organisation collaboration and achievement of shared outcomes in the planning and delivery of recreation and open space services.



- Develop and maintain strong and effective relationships with government departments and agencies, neighbouring growth area councils, interface councils and peak sport and recreation bodies.
 - Represent Council at growth area council open space planners network meetings and projects.
 - Liaise with funding agencies to optimise external funding opportunities for priority capital works projects.
 - Establish and develop strong partnerships with community stakeholders.
 - Demonstrate a well-developed understanding of and ability to work effectively within the political environment of local government.
 - Demonstrate a commitment to customer service and responsiveness to community.
- > Service planning and project management
- Be responsible for the development and review of master plans for open space sites, defining scope, goals and deliverables.
 - Be responsible for the development and review of recreation and sport service plans, defining scope, goals and deliverables.
 - Oversee the engagement and work of specialist consultants, managing timeliness, quality and completeness of work.
 - Prepare reports to senior management and Council on the outcomes of planning projects.
 - Develop and review policies which inform service provision.
 - Lead and coordinate cross-organisation recreation and open space project teams.
 - Contribute to Council's Integrated Community Infrastructure Plan.
- > Asset management planning and capital works
- Contribute to the development of service-need informed asset management plans for open space and recreation and sport assets.
 - In collaboration with the Senior Recreation Development Officer, develop, refine and review the Recreation and Open Space 10-year capital works program.
- > Policy development and review
- Lead the development of policies relating to recreation and open space services and management of facilities.
 - Contribute to the development of corporate policies.
 - Research best practice elsewhere and identify opportunities for innovative and effective policy changes.



About You

Key Selection Criteria

1. Demonstrated skills, knowledge and experience in the preparation, implementation and review of open space and recreation strategies, plans and policies preferably within the urban growth area context.
2. Extensive knowledge of open space, sport and recreation facility planning, development and management.
3. Highly developed project planning and project management skills.
4. A sound understanding of land-use planning and related legislation.
5. Highly developed verbal and written communication skills, including demonstrated ability to prepare high level reports, briefings and submissions.
6. Demonstrated ability to effectively work independently and in a team-oriented collaborative environment.

Qualifications and Experience

Essential

- > Tertiary qualifications and significant experience in open space planning, urban planning or sport and recreation planning. Applicants with comparable skills, knowledge and experience will also be considered.
- > Substantial experience in managing recreation and open space strategy, planning and policy-based projects.
- > A valid Victorian Driver's licence.
- > Demonstrated capacity to communicate effectively with a wide range of people.
- > Well developed negotiation, facilitation and influencing skills.
- > Well developed research and analysis skills.

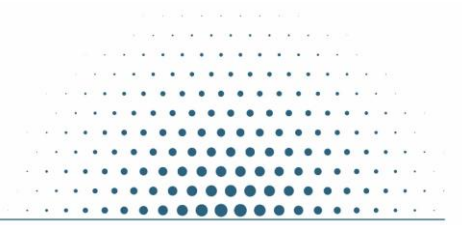
Desirable

- > Demonstrated understanding of contemporary trends and emerging issues in sport and recreation planning.
- > Experience in and an understanding of the Local Government environment and its processes.

Position Requirements

Accountability and Extent of Authority

- > Accountable for the development and delivery of Council's recreation and open space strategies, plans and policies.
- > Providing high quality, well-researched, accurate and timely information when developing strategies, plans, policies, reports and advice.
- > Project development, planning and management for allocated projects.
- > Ensuring that allocated tasks are carried out in accordance with Council's policies and procedures, professional standards, Acts, Regulations and Guidelines, in a timely and efficient manner.



- > Make decisions, approve and sign documents in accordance with the Chief Executive's Delegated authorities to the position.
- > Adoption of a pro-active risk management approach to all activities that the incumbent is responsible for, ensuring risks are identified, assessed and managed.
- > The position reports directly to the Recreation and Open Space Coordinate, who may or may not be readily available to provide advice or guidance.

Judgement and Decision Making

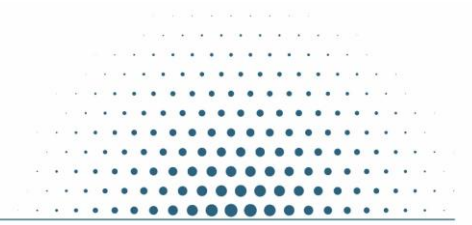
- > Independence in decision-making, problem solving and project management, based on specialist skills and knowledge.
- > Skills in research, investigation, analysis and interpretation of a wide range of information and applying this to decision-making.
- > Demonstrating an ethical and pragmatic understanding of the political environment in which the role operates.
- > Capability to exercise considered and appropriate behaviours when interacting with community members, including in public meetings and other community consultation processes.
- > Apply specialist skills and knowledge, recognising that it may involve significant levels of complexity/nuance.
- > Proactively manage changes and unforeseen issues in project scope or emerging issues/risks.
- > The position reports directly to the Recreation and Open Space Coordinator, who may or may not be readily available to provide advice or guidance.

Specialist Skills and Knowledge

- > Demonstrated skills, knowledge and experience in the preparation, implementation and review of open space and recreation strategies, plans and policies, preferably within the urban growth context.
- > Extensive knowledge of open space, sport and recreation facility planning, development and management.
- > Sound understanding of land-use planning and related legislation.
- > A good understanding of Precinct Structure Planning and, preferably Infrastructure Contributions Plans.
- > Well-developed research and analysis skills.
- > Well-developed understanding of trends and emerging issues in sport and recreation services and their potential implications for local government service delivery.
- > Experience in developing applications for external grant funding.
- > Technically competent with relevant software programs.

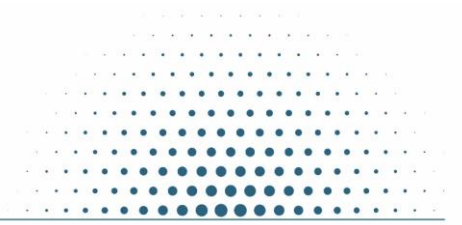
Management Skills

- > Ability to manage time, set priorities, plan and organise work, including managing unforeseen urgent work.
- > Well-developed project development, planning and management skills.
- > Ability to liaise with others to achieve team-based goals.
- > Ability to lead, gain cooperation and influence outcomes with project partners and funding bodies.
- > Ability to bring projects to successful completion within the political context.
- > Demonstrated ability to lead cross-organisational project teams.



Interpersonal Skills

- > Highly developed verbal and written communication skills.
- > Ability to effectively communicate with a wide range of people.
- > Well-developed community engagement skills.
- > Well-developed negotiation, facilitation and influencing skills.
- > Demonstrated ability to effectively collaborate with others to achieve shared outcomes.
- > Demonstrated ability to contribute to team effectiveness and growth.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

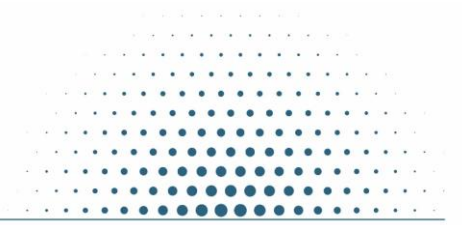
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

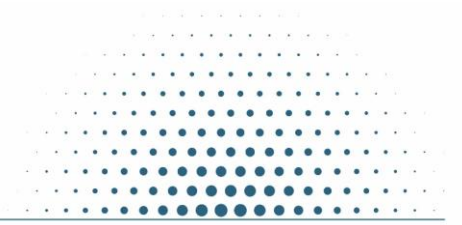
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

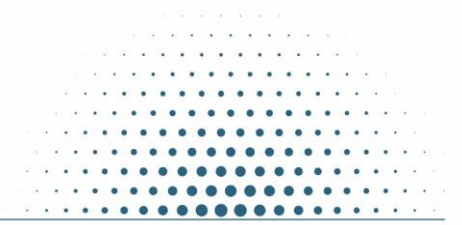
More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

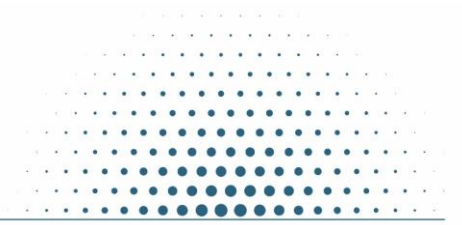
Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.