

## Position description

<b>Title:</b>	<b>Senior Technical Officer Parks</b>	<b>Position Number</b>	<b>PN 4030</b>
<b>Classification:</b>	Level 6		
<b>Hub:</b>	Community	<b>Program Area:</b>	Parks and Reserves
<b>Reports to:</b>	Senior Coordinator Parks and Reserves		
<b>Direct Reports:</b>	Nil		

## Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

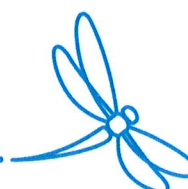
## Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

## Organisation operating model

City of Darwin's organisational operating model is an agile high-performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



## Position objective

To provide technical support across the functions of the Parks and Reserves team to ensure sustainable and optimal outcomes are achieved for the park and open space network. This would involve reviewing development proposals, developing policies and procedures, preparation of business cases, assessing new innovations and undertaking research and benchmarking practices against industry standards. The role has a significant focus on continuous improvement and will also be responsible for managing complex reactive requests, including liaison with stakeholders and members of the public.

## Key result areas

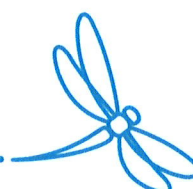
### Corporate identity



- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (Customer Service, Accountability, Respect, Excellence and Solidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

### Service delivery

- Provide expert advice across the functions of the park and open space network to internal and external stakeholders.
- Coordinate responses to internal and external park and open space development and capital works proposals, considering functionality, sustainability, maintenance requirements and whole of life costs to ensure fit for purpose assets are received.
- Support the development, implementation and monitoring of strategic, tactical and operational plans to support open space network operations.
- Support specific activity planning and prepare business case documents to adequately evaluate proposed changes in service delivery models and oversee implementation, as required.
- Undertake systematic reviews of work practices to ensure alignment with City of Darwin strategic direction and industry standards ensuring risks are managed and practices represent value for money.
- Review and develop levels of service to clearly define deliverables to our customers and community, including costs and performance measures.
- Undertake performance monitoring and analyse results for park and open space network operational functions, making recommendations for improvement.
- Monitor industry innovations to ensure work practices are enhanced in accordance with changing industry developments, where applicable.
- Undertake required research and respond to more complex reactive requests.
- Prepare reports, briefing notes and other required documentation associated with the position.



## Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Actively coordinate, lead and participate in team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.

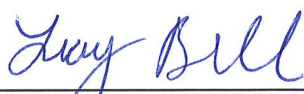
## Workplace health and safety

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

## Position prerequisites

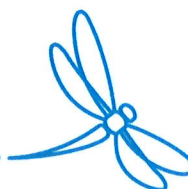
- Degree level qualification in relevant discipline or Diploma level qualification in relevant discipline with considerable experience.
- Minimum 5 years relevant experience, demonstrating strategic, tactical and operational experience.
- Must possess sound computer skills, particularly Microsoft office package, Map Info and GIS capabilities.
- Ability to obtain a National Police Records Criminal History Check
- Possession of C Class Driver Licence
- General Construction Industry – White Card, or ability to obtain prior to commencing employment.

APPROVED BY:

  
Executive Manager Operations

Date:

3/9/24



## Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

