

# Position Description

<b>POSITION TITLE:</b>	Senior Open Space Planner
<b>POSITION NO:</b>	1210
<b>DIRECTORATE:</b>	Infrastructure Services
<b>DEPARTMENT:</b>	Recreation and Open Space
<b>SECTION:</b>	Strategy, Planning and Policy
<b>CLASSIFICATION:</b>	Band 7
<b>LOCATION:</b>	Operations Centre, 95 Sunshine Road, West Footscray
<b>DATE:</b>	8 May 2025

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Coordinator Recreation and Open Space Planning
<b>Supervises:</b>	Nil.
<b>Internal Liaisons:</b>	Manager Department, Coordinator Department, all Council employees.
<b>External Liaisons:</b>	Community groups, developers, clients, suppliers, consultants, contractors, government representatives, agencies, authorities and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

- To develop strategies, plans and policies that will provide the framework for the provision and management of Council's open space assets
- To implement, review and renew Council's Open Space Strategy and the prioritisation of funds collected via Open Space Developer Contributions.
- To advocate for open space and provide advice and guidance around recreation and open space planning issues across the department and organization.

## DUTIES AND RESPONSIBILITIES

### Planning

- Develop, implement and monitor strategies, plans and policies that provide the capacity for higher quality open spaces for the residents of Maribyrnong.
- Gather and analyse data to identify industry trends and emerging issues relating to community activities and interests that will inform projects and future open space priorities.
- Undertake research, assessment and analysis of expectations, needs and demands of the community, relating to the provision of open space.
- Provide advice and recommendations to the Coordinator Recreation and Open Space Planning on open space planning issues and strategic opportunities to ensure the community's future needs are being met.

### Project Design and Development

- Lead open space projects through the planning, feasibility, and master plan phases including the management of external consultants, project timelines and budgets.
- Collaborate with other Council departments in the planning of open space projects and the facilitation of public consultation and community engagement regarding open space proposals.

### Promotion and Advocacy

- Represent the Recreation and Open Space team on internal, local and regional initiatives and appropriate forums as required.
- Foster strong relationships with key external agencies, local residents, and special interest and community groups.
- Provide timely accurate information to residents and other agencies on open space issues, facilities and services as required.
- Lead the development, implementation and ongoing monitoring of information systems that inform the availability and quality of open space assets within the municipality.

### Teamwork and Customer Service

- Work collaboratively with team members and assist other staff in the department, in order to achieve individual, departmental and corporate objectives
- Consistently deliver a high standard of customer service by efficiently and effectively responding to customer service inquiries in a timely manner.
- Initiate and participate in the development of continuous improvement practices and procedures for the Department and the Organisation.
- Participate in induction and training programs as required.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.

- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Provide well researched, accurate and timely specialist advice that influences formulation of open space strategies, plans and policies.
- Participate in the development of Council's policies and procedures within area of expertise and/or management relevant to the role. Accountable for the quality and effect of the work on policies developed.
- Act within clear policies, objectives and budgets, and regularly report to manager on decision making, particularly when having a significant effect on Council's programs or projects and respective public perception.
- Maintain and improve standards of work specific to the role and responsibilities.
- Provide accurate advice and guidance of a specialist nature to internal stakeholders and regulate clients or external stakeholders as required.
- Initiate purchase of equipment, goods and services in accordance with cost centre budgets and Council's financial delegations.

## **JUDGEMENT AND DECISION MAKING**

- Exercise judgement and autonomy to make decisions and resolve problems. Decision making is based on specialised methods, procedures and processes developed from theory or precedent.
- Guidance is not always available within the organisation and may require pursuit of external resources.
- Ability to improve or develop methods, procedures and processes relevant to the role, identifying and analysing a wide range of options prior to making a recommendation.
- Exercise discretion and confidentiality as required.
- Policy development will involve the identification and analysis of an unspecified range of options before making recommendations to the Manager Recreation and Open Space and Coordinator Recreation and Open Space Planning.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Ability to lead the development of high quality open space plans, policies and strategies, with well developed conceptual, investigative, problem solving and analytical skills.
- Knowledge and effective application of project planning and management.
- Ability to engage and consult with residents, community groups, state government agencies, contractors and consultants.
- Proficiency in the use of technology and systems and the application of theories, policies, procedures, processes and precedents relevant to the role. This includes advanced skills in Microsoft Office and GIS software; and familiarity with the use of databases and information systems. Proficiency with Adobe Creative Suite would be advantageous.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation. In particular, knowledge and understanding of the role of local government in the provision of Open Space, trends and patterns in demands for access to and use of open space in an inner urban context.
- Sound knowledge of relevant Local, State and Federal Government legislation, Acts and regulations relevant to the role.

- Ability to develop, implement and maintain project briefs and budgets and knowledge of relevant financial and accounting procedures.
- Ability to develop interpret and implement policy.

## MANAGEMENT SKILLS

- Ability to set priorities, manage time, plan and organise own work and when required, and where appropriate, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Leadership, supervisory and motivational skills to support other employees and provide on the job training and guidance.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.
- Ability to objectively resolve issues and/or problems that may arise within the areas of responsibility.
- Ability to manage projects, consultants and multi-disciplinary project teams.

## INTERPERSONAL SKILLS

- Ability to negotiate and gain trust, cooperation and assistance from internal and external stakeholders when required.
- Motivational and training and development skills to support other employees.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve specialist and intra- organisational problems.
- Strong written and verbal communication skills including the ability to make public presentations, write concise and detailed reports, proposals and submission to government and other external bodies.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- Tertiary qualifications in a relevant field such as Strategic Planning, Urban Design, Landscape Architecture or a relevant discipline.
- Demonstrated experience in the preparation of master plans, strategic plans and the development of policies relating to open space.
- Experience leading projects and providing guidance, support and motivation to junior staff.
- Demonstrated experience liaising with and influencing community groups, organisations and state government agencies
- Demonstrated knowledge and understanding of the role of local government in the provision of open space.
- Current Driver's Licence
- National Police Check
- Working with Children Check.

## KEY SELECTION CRITERIA

- Tertiary qualifications in a relevant field such as Strategic Planning, Urban Design, Landscape Architecture or a relevant discipline.

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- Proven ability to think strategically, analyse complex situations, develop creative solutions and achieve outcomes.
  - Proven ability to determine the allocation of time and resources to manage a range of complex, concurrent projects
  - Demonstrated ability to develop effective working relationships to gain cooperation and assistance within an organisation.
  - Demonstrated experience in leading community consultation and stakeholder management.
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**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....