

Position Description



POSITION TITLE:	Coordinator Recreation and Open Space Projects Delivery
POSITION NO:	1127
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Recreation and Open Space
SECTION:	Recreation and Open Space Delivery
CLASSIFICATION:	Band 8
LOCATION:	Works Depot , Tottenham
DATE:	June 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Recreation and Open Space
Supervises:	Landscape Architect x 1, Senior Landscape Architect x 1, Senior Recreation and Open Space Projects Officer x3
Internal Liaisons:	Recreation and Open Space staff, Councillors, and all other staff as required.
External Liaisons:	Government authorities, consultants, developers, general public, broader community services sector.

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.

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

PRIMARY OBJECTIVES OF POSITION:

- Build relationships and work collaboratively both externally and across the organisation to ensure that strategic, environmental, infrastructure and community planning aims support residents to lead active and healthy lives.
- Facilitate a range of complex projects within the department to enhance programs, services and the built environment which service residents and visitors.
- Deliver and monitor the built outcomes of Strategy and Master planning activities
- Create and evolve design standards for recreation and open space assets.

DUTIES AND RESPONSIBILITIES

Planning and Research

- Advise the Manager, Recreation and Open Space of any issues that may impact / impede on the successful delivery of services to the community.
- Build and manage key relationships with Managers and community groups to support collaboration and coordination of portfolios across the Directorate.
- Keep up to date with the latest industry trends in the recreation and open space industry and Local Government with a specific emphasis on those impacting the department.
- Provide support and direction to staff within the department to achieve the department's desired outcomes.
- Develop and implement policies and procedures that directly link and support the organisations continuous improvement program and delivery of Council Plan actions.
- Develop and coordinate funding submissions, budget bids and grant applications.
- Provide technical expertise and advice to the team.
- Develop guidelines, procedures and plans which guide the provision and development of recreation assets and open space in the City.
- Manage referrals for Open Space and Landscape designs

Project Management, Procurement and Reporting

- Undertake project scoping and planning in consultation with key stakeholders, including developing project budgets and implementation plans.
- Manage project-related procurement and contract management processes such as preparing project briefs, working with the Contracts area to undertake request for quote / public tender and evaluation processes, monitoring contractor performance.
- Lead implement and report of strategic plans and masterplans
- Manage and monitor budgets for key projects.
- Develop and implement project communication strategies in collaboration with Communications and Engagement area.
- Provide timely input to projects being developed and delivered by others where relevant.

Community Engagement

- Research and implement innovative ideas and best practice that promote excellence in community planning, engagement, design and development.
- Implement community engagement strategies that inspire community interest and participation, encourage transparency and ensure the community's role in the decision-making process is accurately portrayed.
- Assist decision makers in being responsive to the community's concerns and suggestions.
- Represent the City of Maribyrnong at appropriate forums and provide feedback.

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:

- **Strategic Oversight:** Guide the planning and development of Council-managed public open spaces through policy implementation and strategic project delivery.
- **Project & Financial Management:** Deliver community initiatives on time and within budget, while managing cost centres and procurement in line with Council policies.
- **Team Leadership:** Supervise and support the Recreation and Open Space team to ensure high-quality service delivery and professional development.
- **Risk & Compliance:** Proactively manage risks and ensure compliance with Council's procurement, contract, and delegation frameworks.
- **Stakeholder Engagement:** Resolve complex issues and maintain strong relationships with residents, service providers, and other stakeholders.
- **Technical Expertise:** Provide best practice advice on open space planning and design, and represent Council in relevant forums.

JUDGEMENT AND DECISION MAKING

- **Complex Problem Solving:** Requires creative, research-driven solutions to multifaceted issues with significant organisational impact.
- **Strategic Decision Making:** Applies sound judgement in developing and interpreting projects, policies, and strategies, always considering broader organisational outcomes.
- **Proactive Advisory Role:** Provides expert advice on emerging issues in recreation and open space management.
- **Independent Initiative:** While support is available, the role often requires sourcing solutions independently, including from external experts.

Required

Expertise

An In-depth knowledge of:

- Sport, recreation, and open space planning and design trends
- Crown land management policy and legislation
- Project and contract management
- Public infrastructure design disciplines
- Local government governance and procurement practices
- Relevant legislation, standards, and guidelines

Demonstrated skills in:

- Strategic implementation of plans
- Budget preparation and financial reporting
- Complex community consultation and stakeholder engagement
- Use of various software applications for planning and reporting

SPECIALIST SKILLS AND KNOWLEDGE

- Expert advice provision within delegated authority
- Strong financial skills: budget development, monitoring, and reporting
- Skilled in producing detailed project and program reports
- Acts as an internal consultant across the organisation
- Advanced analytical and investigative abilities
- Deep understanding of:
 - Organisational goals and local government context
 - Sport, recreation, and open space planning
 - Crown land management policy and legislation

- Project and contract management principles
- Public infrastructure design disciplines
- Local government governance
- Contracting and procurement best practices
- Relevant legislation, standards, and guidelines
- Experienced in strategic implementation and community consultation
- Proficient in a range of software applications

MANAGEMENT SKILLS

- Effectively sets priorities and organises work for self and team under pressure
- Leads and supervises large or highly qualified teams
- Provides strong leadership, motivation, and on-the-job training
- Manages team performance and conducts quality audits for development
- Ensures compliance with OH&S and risk management obligations
- Applies HR policies including EEO, OH&S, recruitment, and learning & development
- Communicates and aligns team goals with broader Council objectives
- Adapts to changing organisational and community priorities
- Experienced in strategic thinking, planning, and coordination
- Skilled in managing time and work priorities for self and professional staff

INTERPERSONAL SKILLS

- Persuasive and skilled in negotiation with staff, public, and stakeholders
- Strong leadership and ability to motivate and develop team members
- Effective communicator across all organisational levels
- Experienced in resolving internal and external conflicts
- Excellent interpersonal skills for handling challenging situations
- Collaborative team player with strong problem-solving abilities
- Skilled in public engagement and stakeholder negotiation
- Confident presenter, adaptable to various audiences
- Builds and maintains strong internal and external relationships
- Experienced in client-side project management
- Politically astute with cross-disciplinary relationship-building skills

QUALIFICATIONS AND EXPERIENCE

- Degree qualifications with relevant experience or lesser formal qualifications together with extensive and diverse experience in specialties related to the work of the department such as sport, recreation and open space planning and management.
- Substantial experience in the strategic provision, development and management of public open space, sport and recreation facilities, including the development and implementation of Strategies, Master Plans, Policies, Feasibility Studies and Business Cases.
- Understanding of Local Government is essential including extensive knowledge in community engagement and development sector in Australia.

KEY SELECTION CRITERIA

- Degree qualifications with relevant experience or lesser formal qualifications together with extensive and diverse experience in specialties related to sport, recreation and open space planning and management.
- Substantial experience in the strategic provision, development and management of public open space, sport and recreation facilities, including the implementation of Strategies, Master Plans, Policies, Feasibility Studies and the development of Business Cases.
- Demonstrated project management experience including scoping, planning and implementation.
- Demonstrated experience in successfully negotiating with a variety of stakeholders and manage complex community consultation events.
- High level written and verbal communications, negotiation and influencing skills.

Position Description



- Current Victorian Driver's Licence.

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: