

## CITY SHAPING – OPEN SPACE AND RECREATION PLANNER

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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The position is:

Position Title	City Shaping - Open Space and Recreation Planner		
Department & Section	City Development, Corporate Services		
Team	City Shaping		
Reporting to	Manager City Development		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 6		
Position Number		Prescribed Position:	YES <input type="checkbox"/> NO <input type="checkbox"/>

## How does this position contribute to our community?

- Plans for the long-term open space and recreation needs of the community to ensure healthy and active communities and equitable access to quality public open space and recreation facilities.
- Designs public spaces that are 'fit for purpose', connect communities, create a 'sense of place' and strengthen the character of the area.

## What does the position do?

- Prepares strategic plans, concept plans and master plans for open space and recreation facilities.
- Provides internal and external specialist advice in relation to the distribution, design and functionality of open spaces and networks, including advice on major projects and planning applications that relate to public open space and recreation planning.
- Undertakes research identifies and monitors trends and emerging issues impacting on open space provision and recreation planning.
- Provides timely, evidence based and accurate advice to senior management and Council.
- Coordinates the organisation's Open Space Group.
- Collaborates with internal stakeholders to ensure that the strategic priorities for open space and recreation planning are integrated in Council's four-year business plan, asset management plans and Long-Term Financial Plan.
- Develops and maintains collaborative working relationships across the organisation and with external stakeholders.
- Develops project management plans that define project outcomes, objectives, scope, timeframes, deliverables, budgets and resources in consultation with key stakeholders.
- Identifies strategic partnership opportunities to ensure the effective delivery of relevant strategic plans and projects.
- Identifies external funding opportunities and prepares relevant funding submissions.
- Prepares procurement documentation and manages consultancy contracts.
- Represents Council at appropriate forums.
- Other reasonable duties as required.

## What outcomes does the position deliver?

- An integrated approach to open space and recreation planning that delivers on the relevant outcomes from the City Vision 2034.
- Effective stakeholder engagement that ensures strategy and policy projects and other initiatives are well supported by the community and other stakeholders.

## The behaviours we expect the position to contribute to our workplace are:

- Strong and effective communicator, listener and information sharer.
- Customer focused and passionate about delivering for our community.

- Alignment to PAE Values and Code of Conduct.
- Well-developed interpersonal skills and experience building relationships, negotiating outcomes, and engaging with both internal and external stakeholders.
- Good problem solving, innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.
- Politically aware.

## **Qualifications for the position**

- A tertiary qualification in urban planning or open space planning or a similar discipline or equivalent work experience is essential.

## **Experience**

- A minimum of five years' experience is essential.
- Experience in strategic planning relevant to open space and recreation planning.
- Working in cross disciplinary environments.
- Experience in a similar position in a public sector setting is desirable.
- Skills in managing time, setting priorities.
- Well-developed interpersonal skills and experience building relationships, negotiating outcomes and engaging with both internal and external stakeholders and the community.

## **Knowledge**

- Demonstrated understanding of open space and recreation demands, issues, and needs of a diverse, changing, and growing community. Including an understanding of requirements for growth areas and new communities.
- Knowledge of current trends in open space planning, design, and management as well as relevant legislative and regulatory requirements.
- Applied professional knowledge of relevant legislation that influences open space and recreation planning at the local and regional level in South Australia.
- Knowledge of local government functions and operations

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment are maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Procurement and Contract Management**

- Responsible for complying with Council's procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities.

## **Our Safety and Return to Work Commitments**

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.

## POSITION DESCRIPTION



- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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