

POSITION DESCRIPTION

Position Title:	Parks Planning Project Officer		
Classification:	Band 6	Status	Part Time (0.6)
Group:	Community and Planning Services	Business Unit:	Active and Connected Communities
Reports to:	Team Leader Parks Planning		
Direct Reports:	N/A	Date:	November 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- To enable outcomes which inspire and encourage people to spend time in open spaces and support their health and wellbeing.
- To facilitate the planning, concept design, community engagement, project scope, and funding acquisition of parks planning projects.
- To assist in the development of masterplans, strategies, plans and policies related to passive reserves.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Project management of parks planning projects in collaboration with other relevant Council teams.
- Assist with the development, implementation and management of policies, strategies, standards and guidelines for open space asset planning and management.
- Administrate Community Capital Works Grants relating to passive reserve applications.
- Undertake scoping, design and consultation for capital works projects.

- Identify opportunities for funding, prepare grant submissions and fulfill administrative requirements associated with funding agreements.
- With support, develop passive reserve strategies, plans and policies.
- Project manage the preparation of master plans for passive reserves.
- Lead consultation for the community and other key stakeholders.
- Provide sound advice to internal and external stakeholders within field of expertise.
- Provide timely and accurate responses as required
- Support internal associated project delivery and maintenance teams.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Formal input into passive reserves planning projects, strategies and masterplans.
- Accountable for monitoring project budgets within the set parameters and delegation of authority.
- Accountable for providing specialist and timely advice regarding passive reserves, issues and trends to Coordinator Parks and Social Infrastructure Planning and Team Leader Parks Planning.
- Taking reasonable care of your own health and safety and that of others affected by your actions.
- Freedom to act is set by clear objectives and frequent consultation with senior staff.
- Review and provide guidance related to minor capital works and community capital grant projects.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.

JUDGEMENT AND DECISION MAKING

- Ability to make informed decisions and recommendations based on sound industry knowledge and interpretation of community and stakeholder feedback.
- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.

- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.
- Ability to make decisions on projects and tasks, which may not be clearly defined, within established procedures and guidelines, but may require further research.
- The position is required to solve problems and create procedures using guidelines, professional knowledge or experience.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.
- Skills and knowledge relating to the planning of open spaces in a local government setting.
- An understanding of the principles of continuous improvement and an ability to identify and implement process improvements and improved ways of working whilst utilising council resources efficiently..
- Coordinate and facilitate the preparation of open space master plans.
- Developed skills and knowledge of preparing and implementing project management frameworks and principles.
- An ability to identify, prepare and administer effective funding applications..
- Ability to work effectively with community and industry stakeholders
- Ability to bring community projects to a successful conclusion.
- Ability to think laterally and provide innovative options based on sound judgement, research and consultation.

INTERPERSONAL SKILLS

- Ability to negotiate and influence the development and delivery of open space policy, planning and projects.
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of a team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Able to prioritise, manage and complete multiple tasks within set time frames.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in recreation, project management, planning, urban design, landscape architecture or similar qualification and experience in passive reserve planning and project development, ideally in a local government setting or demonstrated experience is highly regarded,
- Experience and knowledge of budget management.
- Proven ability to work autonomously and as part of a team.
- Ability to work effectively with community stakeholder groups and residents.
- Ability to plan and prioritise work in a dynamic environment.
- Demonstrated ability to bring projects to a successful conclusion in alignment with project goals and objectives
- Well-developed negotiation and problem solving skills.
- Ability to deliver public presentations,
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- A tertiary qualification in recreation, parks planning, urban design, landscape architecture or similar qualification and experience in passive reserve planning and project development ideally in a local government setting.
- Proven project management skills, particularly pertaining to passive reserve planning.
- Diverse experience in parks planning, stakeholder engagement and consultation, and design procurement, as well as basic knowledge of detailed design, construction and post construction stages.

- Demonstrated problem-solving ability and decision-making attributes to support the team within a complex environment where accurate and timely advice on project management matters.
- Demonstrated understanding of passive reserve planning and funding options and processes.
- Effective and well developed communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Demonstrated understanding of reserve and landscape development needs and issues of new and growing communities as well as established rural communities.
- Understanding of emerging industry trends to ensure recommendations made positively influence the outcomes for our community and organisation now and into the future.
- Proven ability to think creatively and develop innovative solutions to utilise Council resources efficiently.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.
- A current and valid Working with Children Check (WWCC)

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a part time ongoing position.

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.