



POSITION DESCRIPTION

Position Title:	Parks Planning Liaison		
Classification:	Band 5	Status	Part Time (0.7 EFT) Maximum term
Group:	Liveable Communities	Business Unit:	Active and Connected Communities
Reports to:	Team Leader Parks Planning		
Direct Reports:	N/A	Date:	May 2024

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 work with users of passive reserves to provide quality participation and physical activity opportunities and programs to meet community needs.
- To assist in policy development, administration of grants programs and support for community and friend's groups.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Assist and support passive reserve interest groups to develop and maintain sound governance and administrative procedures and practices where required.
- Liaise with passive reserves interest groups and support their activities.
- Undertake the administration processes relating to initiatives such as Council's Shire Beatification Program.
- Respond to community needs and requests regarding management and usage of passive reserves in line with Council policies and budgets.
- Support internal and external stakeholders in the scoping, design, consultation and construction of capital works and community capital works grant projects.
- Identify opportunities for funding and make submissions to obtain grants and subsidies.

- Implement and monitor appropriate Council policies in regard to the use of passive reserves.
- Undertake the administrative process for booking and allocation of passive reserves and usage fees and charges.
- Support the community consultation processes undertaken for all projects, programs, services and activations.
- Undertake and support the identification, evaluation and implementation of solutions for risk management issues relating to management and usage of passive reserves.
- Ensure optimal utilisation of passive reserves (within responsible management guidelines) so as to promote community participation and physical activity.
- Monitor the levels of use of passive reserves to ensure optimal use of facilities and to plan for future provision.
- Ensure that community access to passive reserve areas is maintained and balanced with commercial requests.
- Support the Recreation Liaison Officer.
- Contributes to the development of Council's reserve policies and strategies.
- Prepare and provide information on reserve issues, facilities and services to Council, residents, and other agencies.
- Contribute to the development of organisational strategic and business plans for the achievement of financial, quality management and customer service targets.
- Where appropriate represent Council at or on local and regional networks.
- Represent Council at official functions, meetings, seminars etc., both during and outside normal working hours as necessary to effectively carry out the position and to convey a positive public image of Council.
- Keep up to date with developments, legislation and regulations relevant to the requirements of the position.
- Support and assist other staff in the department, in order to achieve individual, departmental and corporate objectives.
- As part of the Active and Connected Communities Team, participate in the development of continuous improvement practices and procedures.
- Any other duties within limits of the employee's skill, competence and training

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.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Effective community participation and physical activity support.
- Implementation of relevant Council policy as it relates to passive reserve management and usage.
- Specialist and timely advice to the Coordinator, Passive Reserves.
- Administration of grants and usage fees and charges.
- Taking reasonable care for your own health and safety and that of others affected by your action.
- Freedom to act set by clear objectives and frequent consultation with senior staff.

JUDGMENT AND DECISION MAKING

- Position is required to solve problems and create procedures.
- Guidance and advice is usually available, when and if required in time to make decisions.

- The objectives of the work are clearly defined with procedures understood and the duties are carried out with minimal supervision.
- Independent decisions can be made in regard to work priorities, problem solving, dealing with issues and action to be taken. Initiative and creativity is expected.

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SPECIALIST KNOWLEDGE AND SKILLS

- An understanding of local government's role and place in the community and how that interconnects with not-for-profit and non-government agency sector.
- An understanding of and commitment to principles and models of community development.
- Sound knowledge and understanding of the procedures and processes, policies and legislation required to manage a diverse range of events and activities within a venue and facility management.
- Proven ability to conduct research and collate data.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations, and precedents.
- An understanding of long-term unit goals and appreciation of wider organisational goals is required within this position.

INTERPERSONAL SKILLS

- Knowledge of the role of local government in reserve provision, management and usage.
- Understanding of reserve demand issues relating to a growing community.
- Understanding the principles of continuous improvement and a quality based approach to service development and delivery.
- Assist in monitoring relevant budgetary items.
- Accountable for specialist and timely advice to the Team Leader Reserve Management and Facilities.
- Ability to bring projects to a successful conclusion.
- Skills in problem solving.
- Must have an understanding of long term unit goals and appreciation of wider organisation goals.

MANAGEMENT SKILLS

- Ability to prioritise, manage and complete multiple tasks within tight time frames.
- Capacity to plan and manage work within agreed performance standards.
- Self-organisation and general office organisation.
- Ability to self-motivate.
- Ability to embrace the Cardinia values.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in recreation, community development or a related discipline is highly regarded.
- Experience in the delivery of customer service to a broad range of clients in a reserve setting.
- Experience managing facilities.
- Excellent risk management experience, particularly relating to use of reserves.
- Proven ability to work autonomously and as part of a team.

KEY SELECTION CRITERIA

- Demonstrated ability to manage community reserve facilities within set policies and procedures.
- Demonstrated ability to work with the community in the development of projects and programs.
- Demonstrated experience providing customer service to a broad range of clients together with an appreciation of issues related to the relationship between the community and Council.
- Demonstrated understanding of grant administrative processes.

- Ability to prioritise, manage and complete multiple tasks within set timeframes.
- Demonstrated high level of written and oral communication skills.
- Ability to embrace the Cardinia values, including demonstrated ability and commitment to work as a member of a team.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure	This is a part time (0.7 FTE) Maximum term position.
Pre-employment checks	All appointments are subject to a National Police Record Check, preemployment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.



Signature Certificate

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Rebecca Ellis

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Verified email:

rellis79@live.com.au

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