

## POSITION DESCRIPTION

<b>Position Title:</b>	Parks Placemaker		
<b>Classification:</b>	Band 6	<b>Status</b>	Full Time (Part time from 0.8EFT will also be considered).  Maximum term, 2-year contract.
<b>Group:</b>	Liveable Communities	<b>Business Unit:</b>	Active and Connected Communities
<b>Reports to:</b>	Coordinator Parks and Social Infrastructure Planning		
<b>Direct Reports:</b>	Parks Planning Liaison Officer  Casual Park Ambassadors (on an as needed basis)	<b>Date:</b>	August 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

- Activation of passive reserves to encourage and promote community participation in physical activity and connection with the natural environment.
- To attract, support and deliver programs and events in passive reserves.
- To foster community connection with open spaces.
- To improve the functionality of open spaces and the communities perceptions of passive open spaces.
- To identify trends and opportunities to maximise the use of Open Space and community participation in events, activities and physical activity.
- To support planning, community engagement, project scope, funding applications / acquittals and input into the delivery of placemaking activations or associated infrastructure.
- To build proactive and productive relationships with the stakeholders and commercial operators of Council's passive reserves, including Emerald Lake Park and Torongo Park, and other regional parks in the Shire, in line with budgets, lease and licence agreements, strategic plans, business plans, and customer service targets.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Support, collaborate with and supervise the Parks Planning Liaison Officer and Casual Park Ambassadors (as required).
- Proactively attract externally provided programs, activations and events to Council's open spaces.
- Liaise with responsible internal Council teams regarding the day-to-day management of passive reserves, maintaining a balance between formal and informal use of the parks ensuring a high level of customer service.
- Actively participate in any stakeholder groups pertaining to passive open spaces across the Shire.
- Respond to community requests regarding management and usage of passive reserves in line with Council policies and budgets.
- Develop, implement and monitor appropriate Council policies in regard to the use of passive reserves.
- Lead and support community engagement activities for projects, programs, services and activations in parks.
- Monitor and evaluate the usage of passive reserves to ensure optimal use of facilities and to plan for future provision.
- In conjunction with the coordinator, develop and implement an annual program of community events and activities strategically aimed at encouraging Cardinia residents to become actively involved in the range of activities available within Council's open spaces.
- Ensure that appropriate risk management and OH&S strategies are in place for all events and activities.
- Oversee casual bookings, site tours and events, maintaining appropriate administrative records, to ensure no clashes of bookings/activities.
- Assist in the preparation of annual budgets and ensure compliance with the budget.
- Review annually and make recommendations to the coordinator on opening hours and the fee structure for Emerald Lake Precinct activities and services.
- Identify existing and new opportunities for funding towards infrastructure needs and make submissions to obtain funding, grants and subsidies, and subsequent grant acquittal as they relate to placemaking related improvements to open space.
- Lead the scoping, design, and community consultation of capital works projects which relate to placemaking improvements.
- Liaise and negotiate with responsible internal teams to ensure the provision of all required services for passive reserve stakeholders with a focus on customer service and industry best practice.
- Keep up to date with developments, legislation, and regulations relevant to the requirements of the position.
- Identification, evaluation and implementation of solutions for risk management issues and Crime Prevention Through Environmental Design (CPTED) relating to management and usage of passive reserves.
- Assist and support reserve interest groups with ongoing planning and guidance to plan and deliver quality reserve facilities and services with the aim to increase participation opportunities.
- Prepare relevant Council reports together with appropriate recommendations for consideration by the Coordinator and Manager.

- 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.
- As part of the Active and Connected Communities Team, participate in the development of continuous improvement practices and procedures.
- Work with Puffing Billy Railway to retain good working relationships with the major tourist attraction, and ensure their events and activations are delivered with consideration of the needs of all park visitors.
- Other duties as directed by the Coordinator Parks & Social Infrastructure Planning.

## **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**

- Supervise and manage the day-to-day operations of the Council's Regional Passive Reserves including but not limited to Emerald Lake Precinct and Torongo Park.
- Responsible for the leadership and engagement of casual staff, consultants, and contractors.
- Accountable for the development of appropriate policies, procedures, lease and licence agreements, strategies, plans, and budgets relating to place making and activation of passive reserves.
- 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.
- Manage business unit operational budget within set parameters and delegation of authority.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

## **JUDGMENT AND DECISION MAKING**

- 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.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Demonstrated skills in time management, setting priorities, planning, and organising work to achieve objectives in the most efficient way possible and within the financial resources available.
- Knowledge of current trends in open space planning, design, and management as well as relevant legislative and regulatory requirements.
- Understanding of recreation and leisure demands, issues, and needs of a diverse, changing and growing community.
- Experience in the support and training of volunteers and casual staff.
- Well-developed interpersonal skills with experience building relationships, negotiating outcomes, and engaging with both internal and external stakeholders, commercial operators, and the broader community.
- 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.
- Knowledge of appropriate funding sources and ability to seek alternate options, opportunities and acquire successful grants.
- Understanding the principles of continuous improvement and a quality based approach to service development and delivery.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- 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.

## **INTERPERSONAL SKILLS**

- Ability to negotiate and influence the development and delivery of open space, policy, planning, projects and activations.

- Ability to liaise with counterparts in the industry, other organisations and with all levels of staff to resolve problems.
- Ability to work effectively with Council partners, community organisations and colleagues.
- Ability to work in a high paced, changing environment within a small team.
- Demonstrated ability to develop options, solve problems, and be flexible when required.
- 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 team a 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**

- The ability to work in teams of people from a range of disciplines.
- The ability to successfully manage projects to the agreed outcomes.
- The ability to lead and develop others.
- The ability to influence others to achieve optimal community outcomes for all projects.
- The capacity to manage community and stakeholder consultation processes.
- Strong community focus to ensure all outcomes and decision making is in the best interest of community outcomes.
- 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.
- Creativity, innovation and a high level of initiative is expected in areas of responsibility.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications, industry qualification and/or equivalent experience in a comparable environment is highly regarded.
- Demonstrated experience in recreation or open space planning, facility management, event management, urban design, placemaking, or equivalent.
- Experience managing facilities.
- Excellent risk management experience, particularly relating to public events.
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Data analysis and report writing to drive and influence open space improvements.
- A current Victorian Drivers Licence

## KEY SELECTION CRITERIA

- A tertiary qualification in open space, recreation, urban planning design, , community development or demonstrated experience is highly regarded.
- Excellent interpersonal skills, including practical experience in liaising and engaging with both internal and external stakeholders, special interest groups, and the broader community.
- Communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required and to a range of audiences.
- Demonstrated experience in the support and delivery of activations and events and managing large complex public open spaces.
- Proven project management skills and demonstrated experience in managing projects within timelines and budgets.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Demonstrated understanding of reserve and landscape development needs and issues of new and growing communities as well as established rural communities.
- Demonstrated high level of written and oral communication skills and community engagement.
- Excellent risk management experience, particularly relating to public events.
- Proven ability to work autonomously and as part of a team.
- Proven experience in a supervisory role.
- 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 2021 and Cardinia's policies and procedures.

**Tenure** This is a maximum term, 2-year contract.

**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.