

Job title: Coordinator Recreation and Open Space Development	
Classification: Band 8	Effective Date: August 2023
Reports to: Coordinator Recreation and Open Space Development	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Excellent Customer Experience and Service Delivery



Great Organisational Culture



Innovation and Continuous Improvement



Good Governance and Integrity



Long Term Financial Sustainability

CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The Leisure and Recreation Services Department's purpose is to activate and connect our community.

Leading the Recreation and Open Space Development unit, this role is responsible for managing and ensuring the success of all recreation and open space planning and development projects, including policy development, masterplan projects, delivering open space related capital works in collaboration with other units within Council.

Key Responsibilities

Position Specific Responsibilities

- Oversee the effective delivery of services by the Recreation and Open Space Development Unit to ensure that community needs are met, and that appropriate strategic planning and consultation is undertaken to ensure awareness of current and future community needs.
- Provide leadership, support and direction to staff and create an environment that promotes high performance and professional development.
- Lead the improvement of existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions.
- Develop and monitor Recreation and Open Space Development unit budget and report on the financial performance.
- Both oversee and undertake the preparation of innovative and high-quality policy documents including strategies, feasibility studies and masterplans for open spaces, recreation and leisure facilities and community infrastructure.
- Oversee the preparation and presentation of policy options for Council to make decisions within a framework that includes appropriate community consultation and the provision of professional advice.
- Lead the delivery of the operational and capital works projects including actions contained in the relevant strategies and action plans.
- Undertake land acquisition process for open space and recreation purposes, from site identification, assessment, reporting to Council to implementation.
- Both oversee and prepare project briefs, tender documentation and negotiate contracts in relation to relevant policy and capital works projects, adhering to Procurement processes and procedures to ensure compliance with relevant procurement legislation and the Local Government Act.
- Manage and support staff to manage consultants that are engaged to prepare policy documents and designs for Whitehorse related to open space, leisure and recreation and community facilities.

- Identify, analyse and provide innovative solutions to issues and challenges in a demanding growth environment, and assist work teams to resolve issues and realise opportunities.
- Lead and manage innovative consultation and partnerships with community, agencies, consultants, contractors, government stakeholders and leisure and recreation industry through inception, planning and delivery of key projects and strategies.
- Prepare high quality project management plans in accordance with project management framework and deliver high quality outcomes within budget and delivery timeline.
- Prepare high quality Council reports, funding advocacy documents in a timely manner and ensure they meet the needs of relevant stakeholders.
- Deliver presentations to internal and external stakeholder groups, leadership team and Councillors for consultation purposes, seeking feedback and approval and report on project progress.
- Oversee the preparation of grant applications associated with recreation and open space planning projects and capital works projects towards the improvement of open space and recreational facilities.
- Drive the vision and lead the capital works planning process on behalf of the Department of Leisure and Recreation Services. This includes being a departmental representative and assigning resources as project sponsor to deliver open space and recreation capital works projects in partnership with other Departments.
- Lead and be the representative for service planning and asset management planning initiatives on behalf of the Department of Leisure and Recreation Services.
- Provide strategic advice to internal and external stakeholders on leisure, recreation and open space matters and projects.
- Manage relevant staff including recruitment/selection, induction, appraisal, training and development, adherence to work plans, health and safety and disciplinary action in accordance with Council policies, procedures and relevant legislation.
- Prepare annual, quarterly or monthly reports as required and defined by the Manager Leisure and Recreation Services.
- Oversee and directly manage operational requests for works arising from Councillor, stakeholder and resident requests if required.
- Provide updates to ensure relevant Councillors are appropriately informed on the progress of projects.
- Both respond to and oversee major project proposals that are received from external sources such as other levels of Government, sports clubs, key stakeholders and community groups that require a strategic planning response on behalf of the Department and/or organisation.

- Drive or represent Council on local and/or regional open space projects and ensure they meet the needs of the City and community.
- Represent Council on organisational working groups when required.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and recommend changes to policy and procedure in areas of responsibility.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Apply sound financial management techniques to departmental budget processes.
- Provide equitable and sound management to staff, (including ensuring appropriate training, development and motivation) to ensure that departmental KRA's are met and to address the strategic objectives of the department.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Develop and manage the recreation and open space development operational budget and manage recreation and open space planning and development capital works projects as required.

Staff responsibility: The position is responsible for the management and leadership of the Recreation and Open Space Development unit, currently including three direct reports and the management of consultants, contractors, interns, casual staff and student placements to ensure the delivery of contracted outcomes.

Judgement and Decision Making

- The position requires decision making based on an understanding and knowledge of Council's goals and objectives.
- This position is required to review and recommend policy and planning options for the planning and development of open space, leisure and recreation and community facilities, within an environment where stakeholders have conflicting interests. Guidance will not always be available within the organisation.
- Independent judgement and adaptability is required in evaluating and deciding on appropriate methods, procedures and practices for achieving objectives and in

reviewing and recommending improvements to those methods, procedures and practices.

- Ability to think laterally and provide innovative responses and recommendations to achieve beneficial outcomes for Council and the community based on sound judgement, research and consultation.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Tertiary qualifications in recreation, leisure studies, planning, landscape architecture, urban design, project management or a related discipline combined with significant experience in recreation and open space and project management within a Local Government context.
- Extensive and diverse experience in community infrastructure, open space, leisure and recreation planning, strategy development, service and project management.
- Knowledge and understanding of recreation planning and infrastructure development.
- Extensive skills and experience in creative and innovative problem solving, community engagement and relationship building across a broad range of internal and external stakeholders.
- Sound technical, and strategic planning capabilities.
- Strong analytical and investigative skills including ability to translate and communicate information to a wide range of stakeholders.
- Extensive experience of recreation and open space planning and design focus experience and a commitment to quality outcomes.
- Thorough understanding of planning and project management techniques and principles and the demonstrated capacity to deliver quality projects on time and within budget.
- Extensive experience and a strong commitment to engagement and consultation with community and passive and active recreation groups, in delivering recreation and active living outcomes.
- An understanding of the long-term goals and values of the organisation with a high degree of political acumen and appreciation of the local government environment.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

Technology:

- Competence in the use of computers and a variety of relevant computer software such as Microsoft Word, Excel, Outlook, GIS. Skills in the use of AutoCAD and Adobe Creative Suite or similar are desirable but not essential.
- High level of digital and technology literacy and experience.
- Must have the ability to adapt quickly to and embrace new technology.

Interpersonal Skills

- Excellent written and oral communication skills to enable preparation of comprehensive and accessible reports, presentations and correspondence.
- Ability to build and maintain effective working relationships with Council departments, Councillors, sporting clubs, professional bodies and other key stakeholders.
- Ability to provide excellent customer service, negotiate and liaise effectively with internal and external stakeholders to achieve community outcomes.
- Excellent negotiation, influence and persuasion skills with the ability to use discretion and judgment in a complex business and political environment.
- Extensive and diverse experience in managing community consultations including excellent facilitation, negotiation, problem solving, relationship management and advocacy skills.
- A relationship builder who strives to develop and maintain positive relationships within a political environment.
- Extensive demonstrated ability to build and sustain trusted working relationships with organisational Senior Leaders and peers.
- Ability to lead, motivate and liaise with Officers and contractors to ensure the successful resolution of conflict and achievement of objectives.
- Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.
- A demonstrated ability to consider multiple perspectives and consider complex information within a multifaceted and complex changing environment, to create viable options, and plans to address objectives.

Key Relationships:

- **Internal Liaisons:** Liaises with and advises staff at all levels up to and including Directors, the Chief Executive Officer and Councillors.
- **External Liaisons:** The incumbent is required to liaise with, consult and maintain a professional relationship with Government agencies, other municipalities,

consultants, professional associations, community groups, sporting clubs and residents.

Management Skills

- Ability to effectively plan, prioritise and manage multiple tasks in a changing environment to achieve targets within tight timelines and adapt to urgent priorities.
- Demonstrated ability to lead, develop, train and motivate team members to achieve required outcomes in a complex competitive environment.
- Experience in organisation-wide policy implementation and the ability to develop open space policy.
- Capable to managing complex collaborative projects including multiple partners from across the organisation, consultants, contractors, and the community.
- A strong conceptual and strategic thinker with excellent problem solving and decision-making abilities.
- Ability to formulate and manage budget on Councils' financial management systems to ensure compliance with budget cycle requirements and to reflect the most up to date and accurate presentation of the status of projects.
- Establish courses of action for self and others to ensure that work is completed efficiently.
- Set high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

Key Selection Criteria

1. Tertiary qualifications in recreation, leisure studies, planning, landscape architecture, urban design, project management or other related fields.
2. Sound technical knowledge and experience in design and planning of open spaces, leisure and recreation facilities and community infrastructure.
3. Thorough understanding and experience in applying planning project management techniques and principles.
4. Highly developed, analytical, investigative and problem-solving skills to enable the formulation of policy options from within an organisational-wide framework.
5. Highly developed communication, community engagement and consultation skills including knowledge of and extensive experience working with and developing relationships with community groups such as local community and key stakeholder groups.
6. Ability to collaborate effectively and manage multi-disciplinary teams across the organisation and create an environment that promotes high performance and professional development.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms			
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.			
Standing Tasks involve standing in an upright position			
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.			
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: