Whitehorse City Council

Position description

Position title: Recreation & Open Space Officer	
Classification: Band 6	**Effective Date**: December 2026
Reports to: Coordinator Active Whitehorse 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 provide an excellent customer experience. We are a resilient organisation where everyone belongs.



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	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

This role supports the planning, coordination and delivery of recreation and open space projects, policies, plans and community engagement activities under the direction of the Coordinator Active Whitehorse Development. The role contributes technical and project support to ensure outcomes reflect community needs, Council priorities and agreed project timeframes.

Key Responsibilities

Position Specific Responsibilities

- Support the planning, coordination and delivery of recreation and open space policies, strategies, feasibility studies and masterplans that reflect current and future community needs.
- Coordinate and deliver allocated planning and design project tasks, under the direction of the Coordinator.
- Coordinate community, stakeholder and partner consultation activities for allocated projects, including preparation of materials, facilitation of engagement activities and documentation of feedback, while supporting consultation processes associated with larger and more complex projects.
- Prepare draft project briefs, tender documentation, agreements and supporting project documentation in accordance with Council procurement processes and relevant legislative requirements.
- Coordinate consultants engaged for allocated recreation, open space and active living projects and project tasks, including monitoring deliverables, resolving routine issues and escalating complex matters where required.
- Assist with community and stakeholder consultation processes to identify needs and inform the development of appropriate project options and recommendations.
- Identify and analyse project issues, prepare practical options and assist work teams to resolve issues within agreed project scope.
- Contribute to a positive team environment by sharing knowledge, supporting colleagues and participating in continuous improvement activities.
- Prepare project management documentation and coordinate the delivery of allocated operational and capital works projects from inception to delivery, while supporting larger projects within agreed scope, budget and timelines.
- Prepare draft Council reports, funding application material, advocacy documents, briefing notes and correspondence for review.
- Prepare information and draft presentation material for internal and external stakeholders, leadership and councillors as required.
- Prepare project status updates to assist in keeping relevant stakeholders informed of project progress and use the Project Management System.
- Support the Project Delivery team in the construction phase of projects.

- Support capital works project planning, annual budget preparation and project budget monitoring using Council's financial management systems.
- Provide technical input and project advice to internal and external stakeholders on recreation, open space and active living matters within the scope of the role.
- Identify opportunities to improve project processes and contribute to the implementation of agreed improvements.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- 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.

Accountability and Extent of Authority

Budget: No direct budget accountability. Supports monitoring and reporting of allocated project budgets under direction, including maintaining budget information in Council systems, tracking expenditure against approved allocations and escalating variances, risks or emerging issues for review.

Staff responsibility: No direct reports. May coordinate consultants, contractors and internal contributors for allocated project tasks under direction, including assisting with task allocation, follow-up and coordination of inputs required to meet project milestones.

The position makes day-to-day decisions within established Council policies, procedures, project plans and agreed priorities, using sound judgement to select from known options and determine appropriate next steps within the scope of the role. The position may independently manage and deliver allocated projects and project workstreams within approved scope, budget and timelines, while contributing to the delivery of larger and more complex projects led by the Coordinator.

Judgement is required to organise work, analyse information, identify issues, assess competing priorities and recommend practical options for review by the Coordinator or other senior staff.

Guidance is available for complex, sensitive or politically significant matters, including matters involving councillors, significant stakeholder concerns, procurement risk, budget variation or issues requiring escalation beyond established procedures.

Judgement and Decision Making

- The position makes day-to-day decisions within established Council policies, procedures, project plans and agreed priorities.
- Judgement is required to organise work, analyse information, identify issues and recommend practical options for review by the Coordinator or other senior staff.
- Guidance is available for complex, sensitive or politically significant matters, including matters involving councillors, significant stakeholder concerns, procurement risk or budget variation.

Specialist Knowledge and Skills

Licences and Experience:

- Sound knowledge of recreation and open space planning principles, community engagement approaches and infrastructure project processes relevant to local government.
- Sound technical and project planning capability, including the ability to gather, analyse and interpret information, prepare documentation and monitor project tasks and milestones.
- Working knowledge of Council policies, procedures, procurement requirements and the administrative processes associated with project delivery.
- Competence in the use of computers and relevant software, including Microsoft Word, Excel, Outlook and 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, with the ability to learn and adapt to new systems and technology as required.

Technology:

- Competence in the use of computers and relevant software, including Microsoft Word, Excel, Outlook and 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.
- Ability to adapt quickly to new technology.

Qualifications and Experience

Qualifications/ Certificates:

- Tertiary qualifications in recreation, leisure studies, planning, landscape architecture, urban design, project management or a related discipline, or lesser formal qualifications with relevant experience.
- Demonstrated experience in recreation and open space planning, community recreation, project support or project coordination, preferably within local government or a comparable public sector environment.

- Demonstrated skills in problem solving, research, stakeholder engagement and relationship building across a range of internal and external stakeholders.
- Well-developed written and oral communication skills to prepare clear reports, presentations, briefing notes, correspondence and engagement material.
- Ability to build and maintain effective working relationships with Council departments, councillors, sporting clubs, professional bodies, community groups and other stakeholders.
- Ability to provide good customer service, liaise effectively and support negotiation with internal and external stakeholders to assist community outcomes.
- Demonstrated experience supporting community consultation, including facilitation, issue resolution, relationship management and documentation of feedback.
- Ability to communicate appropriately in a local government environment and escalate sensitive or complex matters when required.
- Ability to work collaboratively with senior staff, peers, consultants and community stakeholders.
- Ability to adapt communication style to suit different audiences, tasks and situations.
- Demonstrated ability to consider different perspectives and information to support practical project options and recommendations.

Interpersonal Skills

- Well-developed written and oral communication skills to prepare clear reports, presentations, briefing notes, correspondence and engagement material.
- Ability to build and maintain effective working relationships with Council departments, councillors, sporting clubs, professional bodies, community groups and other stakeholders.
- Ability to provide good customer service, liaise effectively and support negotiation with internal and external stakeholders to assist community outcomes.
- Demonstrated experience supporting community consultation, including facilitation, issue resolution, relationship management and documentation of feedback.
- Ability to communicate appropriately in a local government environment and escalate sensitive or complex matters when required.
- Ability to work collaboratively with senior staff, peers, consultants and community stakeholders.
- Ability to adapt communication style to suit different audiences, tasks and situations.
- Demonstrated ability to consider different perspectives and information to support practical project options and recommendations.

Key Relationships:

Internal: Liaises with staff across Council and prepares information for review by senior staff, directors, the chief executive officer and councillors as required. The role requires the ability to communicate clearly, build cooperative working relationships and respond appropriately to enquiries and feedback.

External: Liaises with, consults and maintains professional relationships with government agencies, other municipalities, consultants, professional associations, community groups, sporting clubs and residents within the scope of allocated projects. The role requires the ability to work constructively with a range of stakeholders, explain information and seek cooperation to support project outcomes.

Management Skills

- Ability to manage time, set priorities and organise own work and allocated project activities to meet agreed timelines and deliverables.
- Ability to coordinate project inputs from internal staff, consultants, contractors and community stakeholders within agreed scope, ensuring tasks are tracked and followed up in a timely manner.
- Ability to prepare Council reports, project briefs, technical documentation and presentation material for review, with appropriate attention to detail and quality standards.
- Ability to organise own work and support the coordination of others to complete allocated project tasks efficiently, including contributing to the sequencing of tasks and monitoring progress against agreed milestones.
- Ability to maintain quality standards, follow through on commitments and take responsibility for completing assigned work in accordance with Council expectations.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- Driver's licence or ability to travel around the municipality as required for work.

Key Selection Criteria

1. Tertiary qualifications in recreation, leisure studies, planning, landscape architecture, urban design, project management or another related field, or lesser formal qualifications with relevant experience.
2. Demonstrated experience supporting recreation and open space projects, policies, masterplans, feasibility studies or related community planning projects.
3. Sound understanding of project planning and project coordination principles, including monitoring tasks, timelines, risks and budgets.

4. Demonstrated ability to plan, prioritise and manage multiple tasks in a changing environment and adapt to urgent priorities.
5. Well-developed communication, community engagement and consultation skills, including the ability to work with community groups, sporting clubs, residents and internal stakeholders.
6. Ability to collaborate effectively within a team environment and contribute to multidisciplinary project work across the organisation.

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

Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer	Writing and editing	Frequently	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Standard of vision required equal to that required for driver's licence	Frequently	

Any other relevant comments: