

Position Description

Open Space Planner

12 Month Contract - Local Government
Modern Award Governance
Triabunna – September 2024

OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

POSITION OBJECTIVE

This exciting role will lead the development of Council's Open Space and Walking and Cycling Strategy.

PRIMARY DUTIES

1. Development of the Open Space Strategy.

Manage the project from inception to completion, including scoping/planning, design, consultation and drafting. To manage the project effectively, you will be required to identify and take the following into consideration:

- current recreation facilities through analysis of existing inventory; including all council managed public open space (POS) in the area;
- assess the (local, regional, state and national) trends, current usage, needs and future demands for sport and recreation facilities in the area and identifying likely service delivery gap provisions as a result of emerging participation trends;
- the current challenges for public open space management;
- any gaps and overlaps in facility provision;
- prioritise facility development needs for new infrastructure and the upgrade / redevelopment of existing facilities;
- new opportunities for POS activation;
- determine the most appropriate management systems for facilities across the Region (best practice systems);
- future demand and nominate possible future locations for new facilities if required and determine the likely impact of any future development in relation to planning schemes for the area; and
- potential sources of funding.

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2. Development of the Walking and Cycling Strategy.

Manage the projects from inception to completion, including scoping/planning, design, consultation and drafting. To manage the project effectively, you will be required to identify and take the following into consideration:

- current council managed path and trail network within the POS portfolio; including aligning the POS portfolio with path and trail network;
- assess the (local, regional, state and national) trends, current usage, needs and future demands for trail-based infrastructure in the area; including identifying likely service delivery gap provision as a result of emerging participation trends;
- consider path networks in urban areas and opportunities for improvement;
- walking and cycling urban loops for recreation walking and cycling with the urban environment;
- gaps and overlaps in facility provision;
- prioritise facility development needs for new infrastructure and the upgrade / redevelopment of existing facilities;
- future eco-tourism opportunities from trail-based activities;
- future demand and nominate possible future locations for new facilities; and
- potential sources of funding.

3. Ensure all projects are carried out in an effective and efficient manner, in compliance with Council standards, policies, and legislative requirements.

4. Actively contribute to maintaining a professional, productive and outcome orientated project management team which strives towards innovation and achievement of sustainable project outcomes.

5. Ensure OH&S, child safety and EEO standards are maintained throughout the project development, delivery, and handover.

6. Provide technical expertise during project key decision reviews. Track and report on the progress of projects.

7. The incumbent can be expected to be allocated duties not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

LEVEL OF RESPONSIBILITY

The Open Space Planner is to:

- Plan, manage, design, and deliver selected projects within allocated time, quality, and budget constraints.
- Plan, manage and engage in consultation with external and internal parties with respect

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to assigned projects.

- Source, recommend, engage, and manage contractors, consultants, and other resources, to undertake projects within delegated limits.

ORGANISATIONAL RELATIONSHIPS

Reporting to the Director Planning & Development, this position will work as a key advisor to the leadership group and be the lead on the delivery of the Open Space Strategy and the Walking and Cycling Strategy.

SELECTION CRITERIA

1. A relevant tertiary qualification combined with a demonstrated ability to develop planning policy and strategy relating to open space/recreation and a commitment to quality outcomes.
2. Demonstrated ability to plan for the multiple uses of public open space.
3. Demonstrated knowledge of current trends in open space/trails development, planning, design and management.
4. High level skills in consultation, negotiation, and networking.
5. Demonstrated understanding of project management techniques and principles.
6. Highly developed analytical, investigative, and problem solving skills.
7. Ability to Project Manage tasks and work within identified timelines.

ESSENTIAL REQUIREMENTS

- A current driver's licence and commitment to maintaining this.

ALL STAFF RESPONSIBILITIES

- Ensure that safety and risk is considered and practiced in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policies and procedures including accreditation requirements specific to the General Practice which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.