

## **PART 1 – POSITION DETAILS**

<b>Position Title</b>	Senior Recreation Planner
<b>Position Number</b>	P02152
<b>Division</b>	Environment and Infrastructure
<b>Business Unit</b>	Parks and Recreation
<b>Pay Rate</b>	Professional Band 3 (P3)
<b>Reports to</b>	Manager, Open Space & Recreation Planning
<b>Hours</b>	70 hours per fortnight
<b>Status</b>	Permanent
<b>Date of last review and update</b>	November 2017

## **NORTHERN BEACHES COUNCIL'S VISION AND VALUES**

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

## **DIVISION**

### **Environment and Infrastructure**

The Environment & Infrastructure Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Transport and Civil Infrastructure, Parks and Recreation, Property, Natural Environment and Climate Change, Waste Management & Cleansing and Capital Projects.

## **PART 2 – BUSINESS UNIT OVERVIEW**

Parks and Recreation is responsible for maintaining and establishing areas and facilities that add to the community's enjoyment of Council developed spaces and sports fields to encourage and provide for passive and active recreational needs. Parks and Recreation includes the following functions:

- Recreation planning and management
- Reserves and commercial centres maintenance
- Beach Safety
- Tree management
- Asset planning, design and delivery
- Business support and management

## **PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

### **Role Purpose**

Reporting to the Manager Open Space and Recreation Planning the Senior Recreation Planner provides direction and leadership in recreation planning, strategy and policy development with a key emphasis is on the following:

- Lead, articulate and model Council's vision through recreation planning, strategy and policy development
- Develop and facilitate implementation of strategic directions, plans and policies for Council's open spaces, sportsgrounds and recreation through innovation and community partnerships
- Community engagement and relationship management
- Council's values

### **Key Responsibilities**

- Deliver integrated plans, strategies and policies that:
  - Guide the development and use of open spaces, sportsgrounds and recreational facilities
  - Reflect our community's needs
  - Align with Council's vision
  - Promotes a diverse range of recreation opportunities
  - Improves the quality of community experiences
- Provide specialist recreation planning, strategy and policy advice and analysis
- Establish and maintain co-operative and effective partnerships including with relevant sport, recreation, community and government organisations and internal Council teams
- Monitor, review and report on key performance indicators.

### **People Leadership**

- Role model the Northern Beaches Councils values and behaviours.

### **Operational**

- Lead, manage and deliver recreation planning, strategy and policy projects
- Undertake community engagement, data analysis and modelling to support evidence based planning, strategy and policy development
- Facilitate implementation, monitor and evaluate the outcomes of recreation plans, strategies and policies.
- Provide specialist advice to the Manager and the Executive Manager on key recreation issues
- Coordinate and respond to enquiries from internal and external customers
- Maintain a working knowledge of relevant industry developments, practices and trends
- Maintain and foster a network of strategic links with relevant sport, community, and government organisations
- Accountable for the review and management of an annual budget and report regularly to the Manager on progress
- Learn and ensure compliance with Work Health and Safety policies and procedures
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Document and communicate WHS issues to the Executive Manager.

## **Business Performance**

- Identify and implement cost savings.
- Identify and implement new processes, procedures or systems to improve efficiency
- Actively participate and contribute toward the integration of core services across council
- Drive increased business performance through values based work.

*\*While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

## **PART 4 – ESSENTIAL CRITERIA**

### **Educational & Experience Requirements**

- Tertiary qualifications in Sport, Recreation, Planning and or a related discipline
- Relevant experience at a senior level including in planning, strategy or policy development in a public sector and/or related industry environment.

### **Capabilities and Knowledge**

- Knowledge and skills in leading and delivering successful recreation projects including planning, strategy or policy development
- Demonstrated project management skills
- Analytical, conceptual and problem-solving knowledge and skills with sound judgment and capacity to make recommendations where diverse interests need to be considered
- Demonstrated experience and skills in effective communication and community engagement
- Demonstrated experience and skills in resource management
- Demonstrated ability to act with integrity at all times with all stakeholders
- Ability to respond effectively to change
- Demonstrated commitment to EEO, WHS and ethical practice principles
- Current Class C (minimum) NSW Driver's Licence.

## **PART 5 – DESIRABLE CRITERIA**

- Knowledge and a broad understanding of local government
- Strong interest in working in local government and sport and recreation