

POSITION DESCRIPTION

PROGRAM OFFICER – BUSHLAND INFRASTRUCTURE

POSITION DETAILS

POSITION No:	TBA	UNIT:	Bushland Infrastructure
EMPLOYMENT STATUS:	0.8 FTE	LOCATION:	Council Centre
DIVISION:	Parks and City Amenity	CLASSIFICATION:	MO Level 3

OBJECTIVES

MISSION STATEMENT

Our mission is to ensure good governance of our capital City.

DIVISION OBJECTIVE

The Parks and City Amenity Division incorporates the Parks and Recreation Unit, Bushland and Reserves Unit, Open Space Planning Team, Cleansing and Solid Waste Unit, Fleet and Fabrication Unit, Cleary's Gates Depot management and The Doone Kennedy Hobart Aquatic Centre.

These units have responsibility for a wide range of function areas, including: parks and reserves management; bushland management; open space planning; cleansing and solid waste management; fleet management; emergency management and the management of The Doone Kennedy Hobart Aquatic Centre.

The principal purpose of the Division is to provide a high standard of excellence in respect of these functions, in our approach to customers and in the management of community assets.

POSITION OBJECTIVE

Provide technical, project and contract management support to the planning and implementation of the City of Hobart Bushland Infrastructure Program.

KEY FUNCTIONS AND RESPONSIBILITIES

- Project manage the scoping and preparation of technical specifications, obtaining
- environmental/planning approvals, stakeholder consultation, and implementation of, and regular performance reporting on, Bushland Infrastructure operational programs.
- Coordinate the preparation, implementation and review of the Asset Management Plan (AMP) for all asset groups within the Bushland AMP involving the inspection program and maintenance of visitor related assets.
- Prepare and implement processes and procedures to improve the data accuracy for bushland assets within Council asset data systems.



City of **HOBART**

- Under guidance, manage risk associated with program areas ensuring installation, maintenance and inspection programs comply with relevant standards.
- Respond to ratepayer and stakeholder enquires relating to project programs and activities and undertake both internal and external consultation and notification associated with the Bushland Infrastructure program initiatives.
- Prepare contract documentation, coordinate procurement, and perform the role of Principal's Representative/Contract Superintendant for Bushland Infrastructure operational programs.
- Support and assist planning, documenting and coordination of the City's Traffic Management Program for Pinnacle Road, Wellington Park.
- Assist in conducting hazard reduction burning operations, traffic management on Pinnacle Road and in responding to bushland emergency incidents as required, including periodically working extended shifts.
- Ensure emerging issues such as climate change, technological improvements, industry developments and changing community needs are considered in the development of Projects and Asset replacement program areas.
- Prepare and manage budgets and maintain business management, reporting and administrative systems.

Work Health & Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

The Program Officer – Bushland Infrastructure reports to the Program Leader – Bushland Infrastructure. The role will liaise primarily with staff in the Parks and City Amenity Division.

2. EXTERNAL

This role will be required to liaise with relevant external agencies, including the Wellington Park Management Trust and Department of Primary Industries, Parks, Water and Environment in particular, contractors, and the community.

SELECTION CRITERIA

1. Degree in Project Management, Natural Resource Management or Environmental Science, coupled with demonstrated experience in planning, developing and maintaining recreational assets in a bushland/natural area context.
2. Extensive knowledge and significant experience in natural area management and project and contract management including the preparation of technical specifications and contract documents, procurement and managing contract implementation.
3. Demonstrated ability to undertake research, conduct field data collection, and consult and negotiate with stakeholders related to scoping, planning and implementation of projects.

4. Well developed written and verbal communication and problem solving skills, including a proven ability to engage, negotiate and resolve issues and conflicts.
5. Experience in preparing and managing budgets.
6. Willingness to periodically work extended shifts associated with incident response situations.
7. Current Drivers Licence, Police Check and Working With Children Check..