

POSITION DESCRIPTION

BUSHLAND RECREATION OFFICER

POSITION DETAILS

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| POSITION No: | 5006 | UNIT: | Bushland and Reserves |
| EMPLOYMENT STATUS: | Part Time (0.7 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

The role will develop, co-ordinate and implement the City of Hobart Bush Adventures Program and other visitor services initiatives to promote the use, enjoyment and appreciation of Hobart's bushland.

KEY FUNCTIONS AND RESPONSIBILITIES

- Prepare strategies and plans respond to contemporary issues and trends to guide the Unit's delivery of visitor engagement and education programs.
- Coordinate, develop, schedule and oversee delivery of the Unit's activity programs (including Bush Adventures):
 - Develop programs and activities utilising techniques such as thematic interpretation to engage and educate the public on bushland ecology, conservation and recreational opportunities.



City of **HOBART**

- Supervise program staff (casual Bush Adventure Activity Leaders) and contractors
- Coordinate activities, staff, contractors, volunteers, resources and promotional material in consultation with the Bushland Visitor Services Officer.
- Maintain Activity Program systems, equipment and procedural documentation
- Coordinate the development and implementation of policies, procedures, audit processes and key performance indicators to underpin Activity Program delivery in consultation with the Program Leader
- Monitor, record and analyse program performance
- Maintain the activities fees schedule to assist with cost recovery
- Assess activities, delivery sites and procedures for risk and ensure risks assessments and controls and in place for participants, staff and the general public
- Develop a roving meet and greet program to deliver enhanced visitor experiences the highest visitation locations at the busiest times (i.e. weekends, peak tourist season).
- Assessing, conditioning and administering of requests to use Council bushland including permits (commercial use and NGO requests), bookings for Waterworks, Dorney House, Pinnacle Observation Shelter, Domain and events held at Bushland reserves.
- Promote community participation in the BushAdventures Program through a targeted range of marketing/communication platforms in consultation with the Bushland Visitor Services Officer and work with external organisations and service providers for the provision of coordinated activity outcomes, new ways of promoting the use of Hobart's bushland and opportunities to activate/educate on the values of Hobart's bushland.
- Assist the Program Leader in preparing and maintaining oversight of the Bush Adventures program budget.

Work Health and 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 Bushland Recreation Officer reports to the Program Leader. The role will liaise primarily with staff within the Parks and City Amenity Division and some other Divisions. The Bushland Recreation Officer supervises casual Bush Adventure Activity Leaders.

2. EXTERNAL

This role will be required to liaise with the general public, relevant external agencies including local schools, service/community organisations, contractors and the community.

SELECTION CRITERIA

1. Degree relating to Natural Area Management and/or Education or Diploma in Outdoor Education, Recreation or Science coupled with demonstrated knowledge and experience delivering interpretation programs and visitor programs/information within natural areas.

2. Demonstrated experience in developing and delivering well organised activation/interpretative programs including guided activities, signs, web platforms and an ability to promote and market programs.
3. Ability to effectively supervise and coach a team to achieve the specific aims of the program.
4. Well developed written and verbal communication and problem solving skills, including a proven ability to engage and communicate effectively with a range of audiences.
5. Ability to assist in the preparation of budgets coupled with experience in using Microsoft Office and
6. Current Drivers Licence, Police Check and Working With Children Check.
7. Current First Aid Certificate.

SPECIAL CONDITIONS

Willingness to periodically work extended shifts associated with incident response situations.