

## POSITION DETAILS

<b>Position Title:</b>	Open Space Planner	<b>Position Grade:</b>	12
<b>Dept/Directorate:</b>	City Planning/City Planning & Development	<b>Position Status / Hours per Week:</b>	Permanent / 35 hours per week

## PRIMARY PURPOSE OF THE POSITION

**The position is located within the Open Space Planning and Development Section within the City Planning Department and its purpose is to:-**

- Project manage the preparation of masterplans and major open space planning projects for the improvement of public open space in consultation with the community
- Develop and implement strategies and policies for the management and future development of public open space areas
- Liaise with internal and external stakeholders to ensure strategic objectives are met in relation to open space, recreation, community development and associated infrastructure
- Prepare Council reports, project briefs and other written and oral presentations
- Project management of consultants, multi-disciplinary teams and related budgets to deliver agreed outcomes
- Provide assistance to the Parks Department and the Project Development Department to ensure the successful implementation of strategic plans and master plans
- Review Council's strategies, policies, and plans to ensure the implementation of recommendations and actions
- Develop and facilitate consultation processes and relationships with stakeholders and the community through the Community Engagement Policy and Framework
- Review open space plans proposed in development applications and voluntary planning agreements to ensure consistency with strategic objectives and satisfactory levels of quality are achieved
- Carry out other duties as directed consistent with the skills, training and qualifications of the position

## SELECTION CRITERIA

### **Education / Qualifications**

- Tertiary qualifications in Landscape Architecture, Town Planning, Applied Science in Parks and Recreation, Environmental Science or equivalent

### **Experience/Specific skills**

- Demonstrated ability to develop planning policy and strategy relating to open space and a commitment to quality outcomes
- Demonstrated ability to plan for the multiple values of public open space
- Demonstrated knowledge of current trends in open space development, planning, design and management
- Demonstrated knowledge of and application of the Local Government Act and other relevant legislation in the management of public open space
- High level skills in consultation, negotiation, and networking
- Demonstrated understanding of project management techniques and principles
- Highly developed analytical, investigative, and problem solving skills
- Demonstrated experience in the successful delivery of a diverse works program of capital and non-capital projects
- Experience in the preparation of Master Plans for Crown and Community Land

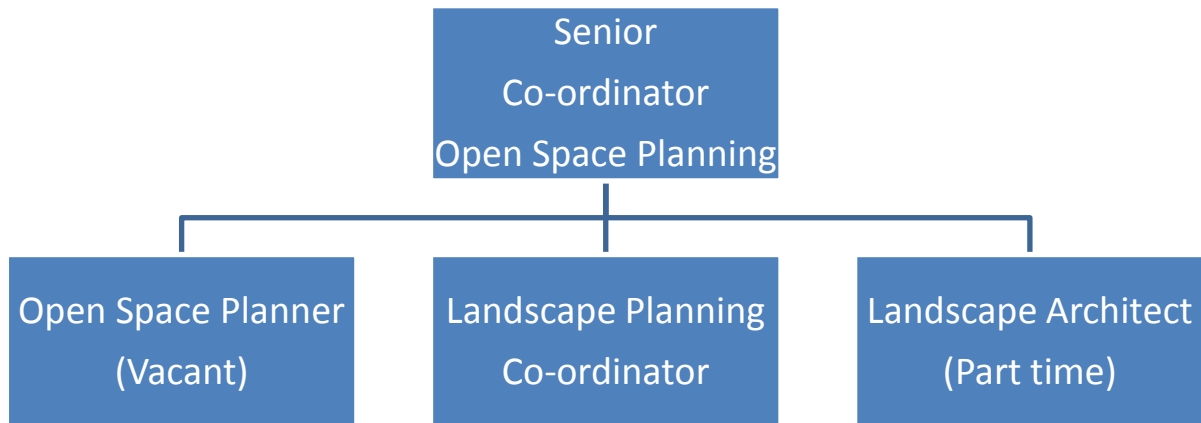
### **Personal Attributes**

- Strategic Approach
- Strong Planning Skills
- Able to work effectively with the public consultation process
- Able to take a long term view of projects that are ultimately delivered by others

### **Desirable Qualifications, Experience and/or Skills**

- Qualifications in project management
- Experience in Local Government

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Open Space Planning and Development Group of the organisation.

- 58A Open Space Planning Development
- 166A Ryde, Putney and Denistone Bowling Clubs

## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology

## CORPORATE ACCOUNTABILITIES

17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We are committed to preventing injury to ourselves, our team and our community.

### **Teamwork**

We work together with respect and support.

### **Ethics**

We are honest, responsible and accountable for our actions.

### **Professionalism**

We deliver effective services to the community with consistent decision-making.

## DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	