

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Strategic Recreation and Community Facilities Planner		
<b>Position Number:</b>	189		
<b>Group:</b>	Works and Infrastructure	<b>Unit:</b>	Open Space and Community Facilities
<b>Salary Grade:</b>	10	<b>Standard Position Hours:</b>	35 Hours
<b>Position Reports to:</b>	Recreation Services Manager		
<b>Staff Management:</b>	1.5 FTE		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	24 August 2012	<b>Date Last Reviewed:</b>	29 January 2018
<b>Version:</b>	3	<b>Document Number</b>	DOC2014/046713

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space & Community Facilities
- Environment and Waste Services

The Open Space and Community Facilities unit is responsible for the management of community facilities, halls and centres. Public swimming pools, public toilets and amenities, trees and vegetation, recreation areas, civic spaces, sporting ovals, parks, playgrounds and cemeteries.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is level Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

Develop and implement strategies for, and provide advice on, the planning and future development of recreation and community facility infrastructure (including public cemeteries; parks; playgrounds; sporting facilities; public swimming pools; public privies; community halls, facilities and multi-purpose centres; street trees and trees) within Council's open space network.

## KEY ACCOUNTABILITIES

1. As required, carry out activities to assist the Department in achieving its objectives as set out in the Community Strategic Plan and associated Delivery Program and Operational Plan.
2. Coordinate the preparation of strategies, feasibility studies, concept designs, needs assessments, masterplans, plans of management and policies for the improvement of recreation and community facilities in consultation with the community.
3. Provide strategic planning advice on the impacts of Council, other government authorities and private developments on recreation and community facility infrastructure with respect to Development Applications, Leases, Licences, Working on Council Land Applications and the development of Section 94 Contribution Plans, Voluntary Planning Agreements, Development Control Plans and Local Environmental Plans.
4. Provide strategic planning advice on the development of long term capital works programs to provide recreation and community facility assets in accordance with the needs of the community.
5. Undertake planning investigation, analyse options, recommend solutions, develop concept plans, provide cost estimates and prioritise works for inclusion in future Capital Works Programs in relation to the management of Council's recreation and community facility infrastructure to achieve Council's strategic direction and address community needs.
6. Coordinate and prepare grant applications for recreation and community facility projects.
7. Provide strategic recreation and community facility planning services including:
  - Develop and maintain Recreation and Open Space Strategic Plan.
  - Develop and implement Plans of Management for community land and Crown Land.
  - Develop and implement Recreation, Community Facility and site specific Masterplans.
  - Develop and implement Street Tree Strategy.
  - Develop and implement Cycling Strategy.
  - Conduct, coordinate or review major developments, urban release areas, and rezoning applications including input into VPA's, s94 plans, DCP's and LEP's.
  - Comply with and apply all statutory standards, specifications and guidelines.
  - Provide input into the strategic asset management of Councils recreation and community facility assets via Asset Management Plans, cyclic revaluations, asset inventories and associated asset management tools and systems.
8. Provide strategic planning investigation services, problem solving and project management support for recreation and community facility infrastructure, including:
  - Project investigation, evaluation, planning and prioritising
  - Concept plan development and project cost estimating
  - Economic feasibility assessment
  - Technical specification and contract documentation
  - Public utility authority negotiations

- Technical reports
- Specialist environmental and geotechnical advice

## POSITION SELECTION CRITERIA

### Essential

1. Degree qualifications in Sport & Recreation, Town Planning, Social Sciences or Community Development OR Tertiary qualifications in a relevant field combined with extensive relevant work experience.
2. Demonstrated experience in the preparation and implementation of Masterplans, Plans of Management, Recreation and Community Facility Strategic Plans and other open space strategies.
3. Working knowledge of asset management principles and techniques and a demonstrated ability in the development of designs briefs and/or specifications for minor and major recreation and community facility works projects.
4. Demonstrated ability in the planning and works prioritisation of major recreational or community facilities
5. Demonstrated experience in the application of statutory requirements and legislation affecting the management of recreation and community facilities, including the application of the Environmental Planning and Assessment Act 1979, particularly in regard to the assessment of the impact of subdivisions and major developments.
6. Demonstrated proficient written and verbal communication skills, including community consultation and public participation facilitation.
7. Experience in the supervision and management of staff and consultancy services
8. Working knowledge of word processing, spreadsheet and database applications.
9. Good interpersonal skills and the ability to work co-operatively and efficiently in a team environment.
10. Demonstrated organisation skills and reliability in completing assigned tasks.
11. Current Class C driver's licence.

### Highly Desirable

1. Demonstrated experience in developing technical specifications, project evaluation techniques and management of consultant services.
2. Demonstrated knowledge of current trends in open space development, management and planning.
3. Experience in the use of Geographical Information Systems

## SIGNATURE

### Employee

Full Name:

Signature:

Date: