

# Role Description

## Landscape and Recreation Planner



<b>Title</b>	Landscape and Recreation Planner
<b>Classification/Grade/Band</b>	Band 3 Level 3
<b>Group/Unit/Section</b>	Environment and Planning /Open Space and Recreation/Sports Facilities and Planning
<b>Reports to</b>	Section Manager Sports Facilities and Planning

### Vision

A vibrant and sustainable Central Coast.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Landscape and Recreation Planner is responsible for delivering Strategic Planning and Recreation policy through quality and innovative planning for Council's reserve assets.

This will be achieved through collaborating with others to meet the objectives of the section and having a thorough understanding of the recreational needs of the community, the Open Space and Recreation asset base, the resources required to meet these needs, and a strong business acumen.

The position of Landscape and Recreation Planner is required to engage with stakeholders, employees, other government agencies and the community to deliver innovative strategic open space planning for the positive benefit of the community.



## Key Duties and Responsibilities

- Prepare and coordinate delivery of strategic plans, policy and plans of management which direct the provision, development, management and maintenance of the community's Open Space and Recreation assets;
- Review and provide input into government policy and legislation, on behalf of the Open Space and Recreation unit, on matters that affect the delivery of these assets;
- Prepare and coordinate master plans to guide the development of open space and streetscapes to achieve congruent and quality landscaping that is complimentary to the surrounding environment;
- Ensure effective and meaningful consultation and liaison occurs with both internal and external stakeholders to determine strategies and projects for Open Space and Recreation are consistent with organisational and community values;
- Provide expert technical advice to internal and external stakeholders on strategic issues in landscape design, open space, recreation planning and urban design;
- Provide input into the unit's long term planning, operational objectives and work plans to ensure outcomes;
- Coordinate and manage consultants to ensure that they are effectively and efficiently employed on strategic projects;
- Provide scheduling and accurate cost estimates for consultation, design and construction works and services for the planning of CCC activities and for the effective use of budgets and resources for the unit;
- Ensure Business plan outcomes are achieved within the agreed budget and achieve the service levels required;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.



## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Landscape and Recreation Planner may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions affect the work and activities across a major function or a number of Units;
- The work of the Landscape and Recreation Planner influences a number of separate community groups through policy application and development;
- The Landscape and Recreation Planner is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

## Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.



## Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

## Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.



## **Team Work**

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

## **QUALIFICATIONS**

### **Essential**

- Degree qualification in Recreation Planning, Landscape Design/Architecture or related field OR demonstrated solid contemporary experience in a similar role ,combined with ongoing professional development;
- Current C Class Driver's Licence.

### **Desirable**

- Degree/Diploma in Project Management, Management or similar.

## **EXPERIENCE**

### **Essential**

- Demonstrated extensive experience in open space and recreational planning, landscape planning, or landscape architecture;
- Demonstrated extensive project management experience;;
- Demonstrated extensive experience in interpreting legislation and policy and its application to strategic planning for Open Space areas;
- Demonstrated experience in the development of strategic planning documents such as Masterplans, Plans of Management, Policies and Strategies;
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;



- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

### **Desirable**

- Experience in a local government working environment;
- Demonstrated experience in the use of Electronic Document Management systems.

### **Key Relationships**

<b>Internal</b>	<b>External</b>
Unit Managers / ELT	Members of the Public/residents/ratepayers
Section Managers/Team Leaders	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Other Council employees	Community Organisations – service clubs etc.
	State and Federal Government Agencies
	Local Business
	Sporting and Recreation Clubs

