

## Position Description

<b>Position Title:</b>	<b>Recreation Planner</b>
<b>Directorate:</b>	City Wide Services
<b>Reports to:</b>	Recreation Planning Coordinator
<b>Direct reports:</b>	Nil
<b>Salary Point:</b>	14
<b>Work location:</b>	Depot
<b>Date revised:</b>	October 2020

## What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

## What's it like working in Parks and Recreation?

The purpose of the Parks and Recreation Service Unit is to support the wellbeing of the community through the provision of places and spaces for active and passive recreation and protection of the natural environment. These places and spaces are spread across 1200 hectares of City of Newcastle's managed open spaces including parks, sportsgrounds, beaches, pools, bushland, watercourse, wetlands, coastal estuaries and associated infrastructure. Promoting a culture within the Service Unit that empowers staff to be their best, is performance based and supports job satisfaction are critical to the delivery of our purpose.

## What's the focus of this position?

The objective of the position is to provide support to the Recreation Planning Coordinator in planning the future direction for City of Newcastle's (CN) Open Space and Recreation areas. The position will also provide support for the planning and preparation of CN's corporate and legislative documents including Plans of Management, Strategies and Policies.

**What you'll be doing:**

- Undertake the development and implementation of strategic plans and policies for the provision of recreation, leisure and open space opportunities, in particular plans of management for community land and crown land managed by CN.
- Provide planning advice on the future development of recreation, leisure and open space. Lead opportunities of LEP, DA's, GIS requirements and new release areas.
- Apply an integrated approach in planning to the changing needs of the community and the provisions of recreation, leisure and open space opportunities which meets the current and future needs of the community.
- Plan and prepare documentation for Open Space areas that will benefit the city and ensure CN staff from all areas within CN are involved with the planning processes.
- Drive continuous improvement processes as part of the review of existing strategic documents and the development of new strategic plans, policies and procedures.
- Promote and facilitate opportunities for community groups to be involved in the planning of recreation, leisure and open space opportunities.
- Collaborate with service units across CN to ensure a coordinated approach to planning and delivery of open space development.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you'll need:**

- Tertiary Qualification in a relevant discipline (Bachelor Degree or equivalent) and/or significant relevant experience in Sport and Recreation, Town Planning, Landscape Architecture or Social Science.
- Significant planning experience in corporate and legislative documents including Plans of Management, Strategies and Policies.
- Demonstrated experience in community engagement, both internal and external stakeholders to ensure coordination of project delivery in open space areas.
- Significant experience working with community groups, residents and a broad range of community representatives.
- Sound knowledge and understanding of the legislative requirements for community and crown land, current standards, and benchmarks for the future planning and provision of recreation facilities in open space areas.
- Excellent written and oral communication skills relating to preparation of strategies, plans, Council reports and presentations. This includes good research and analytical skills and the ability to think and consider strategic, political and, corporate impacts.
- Class C Drivers licence.

**Other valuable skills you may have:**

- Previous experience in the Local Government environment.
- Previous experience and understanding of Local Government operating systems, e.g. OneCouncil and OneMap.

- Excellent written and oral communication skills relating to the preparation of strategies, plans and council reports and presentations.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	



cooperation



respect



xcellence



ellbeing