

Eurobodalla Shire Council Information Package

Position vacant: Senior Recreation Planner

Ref no: ESC940

Closing date: Tuesday 2 April 2024 at 11:00pm

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Eurobodalla Shire Council
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Thank you for enquiring about this position.
If you would like more information after reading this package,
please contact Carl Ginger on 0437 447 881.

Important information

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at www.esc.nsw.gov.au/jobs-at-council.

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples to demonstrate your knowledge and experience.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application please contact Council's recruitment team on 02 4474 7378.

Position description

Senior Recreation Planner

Position code:	554
Division:	Recreation Services
Location:	Moruya Administration Office
Band/Grade:	Professional / Specialist Band 3 Level 3 – Grade 17

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.

We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To lead development, implementation and review of Council's recreation and community facility plans, plans of management and associated recreation infrastructure priorities.

Main duties and key result areas (KRA):

1. Implement and review the Recreation and Open Space Strategy 2018 (ROSS 2018) and Master Plans.

KRA: Recreation and Open Space Strategy implemented and annually reported on in a timely and effective fashion.

2. In partnership with the relevant Council sections, facilitate and lead the development and prioritisation of Recreation infrastructure requirements, in terms of capital projects and maintenance and renewal programs, based on the ROSS 2018 and strategic recreation asset management requirements. Recreation and community facility assets defined as:

- Community facilities including Libraries, Community centre and public halls, Surf Clubs, sporting facilities buildings, Swimming centres, and Public toilets (capital planning only), as defined by the Community and Operational Facilities Asset Management Plan.
- Recreation facilities as defined by the Recreation Facilities Asset.
- Management Plan. This includes sporting facilities, parks and reserves (including playgrounds), skate parks and netball facilities.

KRA: Well planned, costed and evidence based recreation infrastructure requirements, in terms of capital projects and maintenance and renewal programs, are identified and developed.

3. Oversee and prepare Plans of Management for Recreation facilities, parks and reserves in accordance with all statutory and Council requirements, (including recreation planning for people with disabilities and older adults).

KRA: New and amended recreation plans of management comply with relevant legislation and are produced in accordance with the relevant Acts including the Crown Lands Management Act 2016, Regulations and Council standards and practices.

4. Provide superior customer service and undertake community engagement in line with Council's Community Engagement framework to inform Recreation planning and service delivery.

KRA: Superior customer service provided and appropriate and professional community engagement activities undertaken.

5. Report to Council and Committees and other public meetings/forums as required.

KRA: Clear, concise and accurate reports prepared in accordance with Council standards, practices and adopted timeframes identifying and responding to areas of business risk.

6. Develop and maintain collaborative relationships with key internal and external sport, recreation and leisure stakeholders and participate in strategic or user matrix groups or other forums and projects where required.

KRA: Collaborative relationships developed and regularly reported on and professional participation in a range of forums and projects evident, to ensure that Council's strategic goals and directions are accurately presented and reviewed.

7. Follow EEO and diversity principles and practices.

KRA: Work practices are compliant with EEO and diversity policies and procedures.

8. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

KRA: Council's WHS Policy and procedures complied with.

Qualifications/experience (selection criteria)

Essential

1. Tertiary qualifications in Planning, Management or Sport and Recreation or other equivalent qualification.
2. Demonstrated knowledge of relevant planning legislation, ordinances and statutory requirements in relation to Plans of Management and management of Crown land.
3. Experience in strategic planning for recreation including infrastructure projects and short and long term recreation development activities.
4. Demonstrated high levels of independence in solving problems and using judgement with an ability to listen, interpret and convey information in a clear and accurate manner, enabling timely delivery of information.
5. Demonstrated interpersonal and communication skills with experience in community engagement and success when liaising with key stakeholders and other government agencies.
6. Computer literacy with specific expertise in Microsoft Office (Word, Excel, Access, PowerPoint) Technology One Spatial/IntraMaps (or other GIS application) and In Design publishing software.

7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C driver's licence.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Division Manager Recreation Services
Date:	March 2024

Conditions of employment

Position title:	Senior Recreation Planner
Reference number:	ESC940
Grading:	Grade 17 of Council's salary system
Salary range:	<p>In the range of \$102,820.91 to \$113,326.32 gross per annum comprising:</p> <ul style="list-style-type: none">• \$92,631.45 to \$102,095.78 base salary• \$10,189.46 to \$11,230.54 superannuation (calculated at 11%)
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2023
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Hours of work:	<p>Full time, 70 hours per fortnight. Office hours are:</p> <p>8.30am to 4.30pm</p> <p>Monday to Friday</p> <p>Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>

Organisation chart

