

Melton City Council

Recreation Projects Officer

Position Description

PD: 00385

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Recreation Projects Officer
Directorate	Community Services
Service Unit/ Department	Recreation and Youth
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Recreation Development Coordinator
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• All Council Service Units
External liaisons	<ul style="list-style-type: none">• Other Council staff• State/ Federal Government Departments• Contractors, consultants, funding bodies• Schools, community groups, residents

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Plan, project manage and provide support to deliver recreation and leisure based capital projects in accordance with Council's Project Management Framework.
- Support the development of Council's infrastructure plan for recreation and leisure.

5. Key responsibility areas

- Project manage, in collaboration with other key stakeholders, of assigned recreation and leisure based small to medium capital projects
- Ensure assigned recreation and leisure projects are delivered in accordance with relevant Council policies, procedures, agreements and legislative requirements.
- Provide support in developing the short, medium and long term capital program for recreation and leisure.
- Contribute to the preparation of business cases, funding applications, briefings and reports to ensure recreation and leisure projects are ready for delivery.
- Contribute to project teams for the delivery of recreation based capital projects and provide project support to the Capital Projects unit in accordance with Council's Project Management Framework.
- Manage stakeholder relationships with sporting clubs and other external stakeholders during the delivery of capital works projects.
- Build positive working relationships with internal stakeholders to ensure input is captured and incorporated into projects on the capital works program.
- Contribute to a range of departmental projects and initiatives and provide project management expertise to the Recreation team.

6. Accountability and extent of authority

- Delivery of assigned capital projects in accordance with the adopted Business Case, budget and timeframes in accordance within Council's Project Management Framework.
- Provide advice to the Recreation Development Coordinator on assigned capital projects.
- Approval of expenditure on assigned projects within financial delegation and recommendation of expenditure beyond financial delegation.
- Preparation of monthly project and financial reports for assigned projects.
- Ensure that the contractual obligations of external contractors are achieved, and that performance and OH&S requirements are met.
- Work closely with Recreation Development officers to develop targeted projects that meet community needs aligned to Council's strategic direction.

7. Judgement and decision making

- Under the guidance of the Recreation Development Coordinator, make decisions relevant to the delivery of assigned projects.

- Oversee the procurement of resources for assigned projects in accordance with Council's Procurement Policy, Purchasing Procedures manual and allocated budget.
- Ensure the advertisement, evaluation and recommendations in the awarding of tenders/contracts are carried out in accordance with approved policy procedures.
- Develop and where required deliver projects within the approved business case, scope, budget and timing framework.
- Generation and submission of letters, Council reports and other correspondence for the Coordinator's approval.

8. Specialist skills and knowledge

- Project management skills related to the delivery of capital projects in Local Government infrastructure to ensure that projects are delivered effectively.
- Contract administration skills related to the delivery of capital projects in Local Government infrastructure.
- Knowledge and skills in the use of a range of relevant IT Software packages such as project management, financial, MS Office, GIS and document control packages.
- Develop, monitor, and report on assigned project budgets.

9. Management skills

- Interpret and implement Council's policies, procedures and operational guidelines in a professional and efficient manner.
- Schedule programs and projects and implement schedules so that projects are delivered on time.
- Manage and plan own time, establish priorities, set and achieve short and long term goals.
- Ability to work alone while still contributing to team goals, projects and programs.
- Monitor expenditure to deliver capital projects within allocated budgets.

10. Interpersonal skills

- Establish productive relationships with a broad range of stakeholders including staff, general public, consultants, contractors, government agencies and Council to facilitate project delivery.
- Excellent written and oral skills with the ability to produce effective plans and reports and present these to staff, management and Council.
- Embrace and foster change in an innovative and expanding work environment and rapidly growing municipality.
- Establish productive relationships with a broad range of stakeholders including staff, general public, consultants, contractors, government agencies and Council to facilitate project delivery.
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11. Qualifications and experience

- Tertiary qualifications in building, project management or other relevant field with some project management experience, or qualification in leisure, recreation (or a related discipline) and experience in managing recreation related projects and contracts.

- Experience in managing capital works building contracts as they relate to Local Government.
- Experience in project management and in the implementation of capital works programs particularly as they relate to Local Government infrastructure assets.
- Experience in working with and contributing to multi-tasked project team outcomes.
- Experience in undertaking projects in partnership with a range of community groups and stakeholders.

12. Key Selection Criteria

1. Qualifications in building, project management or other relevant field with some project management experience, or qualification in leisure, recreation (or a related discipline) and experience in managing recreation related projects and contracts.
2. High level written skills with the ability to produce briefing reports, funding applications, business cases and other written documentation.
3. Experience in managing and successfully delivering capital projects within a Local Government, community and/or recreation/leisure context
4. Excellent communication and interpersonal skills with the ability to gain the cooperation of a variety of internal and external stakeholders.
5. Well-developed time management skills including the ability to prioritise multiple tasks and work within tight timelines.
6. Make judgements and recommendations, including the ability to articulate reasons behind decisions.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Recreation & Youth

November 2022

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

