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# Placemaker

Position description

September 2021

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Northern Grampians Shire Council  
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## Position description

<b>Position title</b>	Placemaker
<b>Classification</b>	Band 6
<b>Directorate</b>	Economic and Community Futures
<b>Department</b>	Community Futures

## Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

## Position objectives

This position supports project delivery and initiatives to uplift our rural community's economic wellbeing and quality of life. Work supported by the Placemaker is underpinned by Northern Grampians Economic Development Strategy and Action Plan 2021-31 and delivers liveability, built and natural environment sustainability outcomes.

## Key responsibility areas

- Adopting a project management and placemaking approach, support the delivery of sport, recreation, and public realm Precinct Masterplans, concept, detailed design and costing for shovel ready projects.
- Support the management of Council's leisure and recreation advisory groups to ensure effective local stakeholder engagement in the planning and design of sport and recreation and public realm infrastructure.
- Monitor and review funding agreements to ensure all relevant milestones and obligations are met on time, including reporting and acquittals.
- Deliver projects and initiatives in line with Council's project management framework, capital works and operational budgets, Policies (including Councils Stakeholder Engagement Policy) and other relevant Legislation.
- Support in the preparation of annual budgets, quarterly and annual reporting.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence, and training.

## Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames.

## Organisational relationship

Reports to	Senior Placemaker
Manages	N/A
External relationships	Patrons, general public, contractors, media, other LGA's, state government departments, authorities such as CMA's and Water Authorities, peak sporting organisations, community committees, advisory groups and boards.
Internal relationships	All Council employees

## Accountability and extent of authority

This position is accountable for:

- ensuring all Standards, Regulations, Acts and quality standards are adhered to in the provisions of the highest quality efficient and effective service.
- ensuring budgets are on target and regularly monitored.
- undertaking delegated authority in accordance with Council policy.

This position has the authority to:

- work with the Senior Placemaker to deliver actions identified in the Council Plan to achieve the goal of enhancing lifestyle and community, through delivering sport and recreation and public realm shovel ready infrastructure projects.
- support the provision of advice and counsel to the community, Councillors, management and other levels of government, including policy development.
- Freedom to act by set clear objectives and/or budgets, with a regular reporting mechanism; effect of actions taken is usually limited to quality or cost of programs/projects.

## Judgement and decision making

- Required to exercise skill in problem solving and particularly to be proactive and innovative in the resolution of project challenges.
- Understanding of corporate goals and objectives and ability to translate into practical outcomes.
- Develop priorities and plan improvements in accordance with overall organisational goals.
- Ability to develop and improve processes based on previous experience.
- Guidance and advice from senior staff is usually available.

## Specialist skills and knowledge

- Up to date knowledge of sport and recreation facility best practice.
- Understanding of and experience in project management and the delivery of Master Plans, concept detailed design for capital works projects.
- An understanding of the long term goals of the Community Futures unit and of relevant policies, legislative requirements and funding streams to support delivery.
- Familiarity with budgeting techniques and relevant financial procedures to coordinate external funding requirements for community.

## Management skills

- Ability to manage time, set priorities, plan and organise own work, and where appropriate that of others, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

## Interpersonal skills

- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities

- Ability to liaise with counterparts in other organisations to discuss specialist matters and collaborate with internal stakeholders to resolve intra-organisation issues.
- Ability to work as a team member and have a flexible and innovative approach.
- Sound oral and written communication skills including community engagement and consultation, report writing and presentations.

### **Qualifications and experience**

- Tertiary qualification in Recreation, Sports Management or relevant discipline with some experience or lesser formal qualifications with substantial experience in a related field.
- Proficient administration experience including experience in program development, planning and policy formulation and implementation.

### **Selection criteria**

1. Tertiary qualification in Recreation, Sports Management or relevant discipline with some experience or lesser formal qualifications with substantial experience in a related field.
2. Demonstrated knowledge of sport and recreational services, and the role of the public realm in enhancing lifestyle and community.
3. Demonstrated ability to successfully manage projects, including effective financial and physical resources oversight.
4. Well-developed interpersonal skills, evidenced by the ability to build and maintain effective stakeholder relationships.
5. Demonstrated oral and written communication skills including community engagement and consultation, report writing and presentations.

### **Conditions of employment**

Conditions of employment are in accordance with the Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018 and Northern Grampians Shire Council policies and procedures.

**Qualifying period** - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

**Driving licence** – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

**COVID-19 Vaccination** – It is a condition of your employment that you are fully vaccinated against Covid-19.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check.

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

### **Document review**

Date Approved/reviewed

Prepared by

Approved by

Chief Executive Officer

**Employee Signature**

[acceptance\_status]

[acceptance\_date]

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[candidate\_name]