



ROLE DESCRIPTION

Reserves & Facilities Officer

Directorate	Projects & Business Development
Unit	Asset Management
Reporting to	Coordinator Asset Management
Position Number	100312
Band	2/2
Grade	10
Date of Review	June 23

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to ensure the effective management, operation, maintenance and improvement of Council's community facilities, parks and reserves and provide positive outcomes for the community.

Key Accountabilities

- Deliver effective management of Council community and recreational facilities. Ensuring the facilities are maintained and operational and ensure bookings, user agreements, leasing and licence processes are operated in accordance with legislative requirements and relevant stakeholders are involved in the improvement of these facilities.
- Contribute to pre-planning of projects to ensure shovel-ready repair or improvement projects are planned to optimise use of resources and support the sourcing of grant funding applications.
- Prepare and maintain a wide range of accurate documentation and systems associated with asset management.
- Carry out routine compliance inspections and organise minor repairs for operational needs as required.
- Ensure a high level of stakeholder and community engagement, particularly in regard to the management of Council facilities.
- Contribute to the operational management of the assets and be closely involved with strategic forward planning and future community usage of the assets.
- Provide accurate and efficient data input and records management using a range of Council data capture devices and systems to ensure relevant reports and statistics are accessible to support effective decision making.
- Contribute to continuous improvement initiatives and services provided by the role and team to ensure effective, efficient, and safe delivery of objectives and maximise utilisation of resources.
- Contribute to a positive safety culture within the organisation to ensure a safe workplace for our people and the community by monitoring compliance with policies, procedures, legislation, specifications, projects plans, and any other documentation required.

Key Challenges

- Facilitating the engagement and input of a wide range of stakeholders and managing expectations
- Understanding guidelines and legislation and communicating standards to a variety of stakeholders
- Working within changing priorities and tight deadlines
- Managing a variety of assets and ensuring documentation is received up to date and accurate

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Qualification Requirements

Essential

- Certificate III in business administration, project management or equivalent OR two years' experience in a related environment
- Experienced use of Microsoft Office and computer skills
- General Construction Induction (WHS White Card)
- Class C Driver Licence

Desirable

- Competent in the use of software packages including Microsoft suite
- Experience in project management
- Accredited qualification in operational playground inspections and/or experience in asset condition inspections.

Key Relationships

Who	Why
Internal	
Coordinator Asset Management	<ul style="list-style-type: none">✓ Receive direction and advice, report on progress and contribute to discussions✓ Identify risks, discuss issues and troubleshoot solutions
Asset Management team	<ul style="list-style-type: none">✓ Contribute to team discussions, provide support and knowledge share across the team
Asset Systems and Planning team	<ul style="list-style-type: none">✓ Provide support as required✓ Contribute to team discussions✓ Identify risks, discuss issues and troubleshoot solutions
Council Staff	<ul style="list-style-type: none">✓ Providing support and responding to related enquiries
External	
Community Groups/Committees	<ul style="list-style-type: none">✓ Manage expectations, communicate needs and resolve issues✓ Ensure compliance with booking requirements and any other relevant policies/legislation
Contractors	<ul style="list-style-type: none">✓ Manage expectations, communicate needs and resolve issues✓ Ensure compliance with site requirements

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| ✓ Communicate effectively to ensure safe operations and efficient outcomes |
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Role Dimensions

Decision Making

The position is accountable for decisions on a day-to-day operational basis and has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Problems are solved by the examination of obtainable information, procedures, statutory guidelines and relevant legislation and the selection of an appropriate solution from a number of options. Referring to the leader for guidance as needed.

Decisions are based on analysis of information and applying skills and knowledge to improving methods and techniques.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Mobile Phone, Dual Monitors, Headset

Emergency Warden Responsibilities

None

Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call





None

Allowances

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Advanced
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Consults on and delivers team/unit goals and plans, with clear performance measures Takes into account organisational objectives when setting and reviewing team priorities and projects Scopes and manages projects effectively, including budgets, resources and timelines Manages risks effectively, minimising the impacts of variances from project plans Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> Shows confidence in using core office software and other computer applications Makes effective use of records, information and knowledge management systems Supports the introduction of new technologies to improve efficiency and effectiveness

Acknowledgement

Reserves & Facilities Officer

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Asset Systems & Planning

Employee Name: _____ Date: ____/____/____

Signature: _____