Open Space Assets Officer

# POSITION PROFILE

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| **Division** | Shire Infrastructure | **Status** | Permanent, Full time |
| **Unit** | Open Space Assets | **Salary Grade** | 11 |
| **Reports to** | Team Leader Open Space | **Reviewed** | February 2020 |

# STRATEGIC INTENT

The Asset Management Services Unit is responsible for the strategic asset management, including full life cycle management, of Council’s built infrastructure assets, inclusive of roads, pathways, parks, gardens and reserves, drainage, buildings and related assets. The Open Space Assets Team is responsible for the management of assets and services provided play facilities, parks, natural areas, sport facilities, and waterways facilities.

The team performs these services to facilitate legislative compliance and effective, efficient, ethical and transparent decision making to help:

1. **Increase confidence Levels** - to ensure our community, employees and stakeholders believe in Council’s ability to achieve its strategic outcomes.
2. **improve sustainability** – to ensure Council can continue to deliver its strategic outcomes by making legislatively compliant, effective, efficient and ethical decisions

# POSITION PURPOSE

As a highly skilled subject matter expert in the field of Open Space Assets, the purpose of this position is to:

* Build effective working relationships within Council, with government agencies, community organisations, and the public to achieve Council’s objectives set out in the Community Strategic Plan and Delivery and Operational Plans.
* Promote the positive and collaborative values of the organisation by leading cross divisional working groups to facilitate the planning, management, and performance of Council’s open space assets
* Lead community engagement related to open space projects including development of consultation materials, facilitation of engagement activities, report writing, and implementation of recommendations arising from consultation and Council decisions
* Provision of excellent customer service to enhance Council’s brand and reputation, and improve customers’ experience with Council.
* Engage and manage consultants and contractors and review performance to ensure open space service delivery requirements are met
* Develop, implement, and review open space policies and strategies to inform decision making in-line with best practice and legislative requirements.
* Investigation and implementation of new technologies to improve the operational and economic performance of Council’s open space assets.
* Analyse and prepare submissions on behalf of Council, and advocate for sustainable open space projects and initiatives for the Sutherland Shire LGA
* Development of business cases, proposals, and reports for project inclusion in Council planning and Capital Works Program

# STRUCTURE AND ACCOUNTABILITIES

# POSITION OUTCOMES AND ACCOUNTABILITIES

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| **OUTCOME TO BE DELIVERED** |
| **Leadership**  Provide highly skilled subject matter expertise in the field of Park Assets for the delivery of all outputs and outcomes in relation to specified Team Core Functions, Processes and Activities. |
| **Change Management**  Responsible for effective change management in the implementation of a portfolio of projects and activities that together achieve outcomes and realise benefits that are of business importance to Council. |
| **Continuous Improvement**  Identify and implement continuous improvement of business processes and practices associated with specified Team Core Functions, Processes and Activities and associated projects. |
| **Risk Management**  Manage the risk associated with the delivery of specified Team Core Functions, Processes and Activities and associated projects. |
| **Tactical Planning**  Proactively contribute to the successful delivery of Team outputs in the Community Strategic Plan, Delivery Programme, Business Plan and Operational Plan. |
| **Performance Management**  Proactively monitor and self-manage performance and act on constructive feedback. |
| **Resource Management**  Ensure effective resource management (financial, workforce and assets). |
| **Customer Management**  Ensure all interactions with customers (both internal and external) align with our brand, enhances our relationships, improve customer satisfaction and inform service delivery. |
| **Financial Accountability**  This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.  In undertaking these duties you are placed in a position of trust and must abide by Council’s Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified. |
| **Other**  Any other duties within area of skill as directed. |

# PERFORMANCE EXPECTATIONS

Performance expectations for this position are as agreed and outlined in the Performance Matrix.

# SELECTION CRITERIA / SUCCESS PROFILE

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| **Qualifications, Certificates or Licences** | Essential | * Tertiary qualifications in Environmental Science/horticulture, Project Management, Parks Management or equivalent * A current Drivers Licence. |
|  | Desirable | * Post graduate qualifications in a related field |
| **Experience or skills** | Essential | * Demonstrated relevant experience managing a sensitive, diverse, complex environment dealing with specific community interest groups, the general community and the private sector. * Demonstrated experience in writing complex reports, including policies, grant applications, specifications and tender documents. * Demonstrated experience preparing consultant briefs, appointing and managing consultants and contractors. |
|  | Desirable | * Experience in planning, consultation, and delivery of playgrounds and/or sport facility projects. * Extensive knowledge of the Local Government Act 1993. * Good understanding of the development application process. * Understanding of methodologies and demonstrated experience in undertaking community consultation processes. * Understanding of Asset Management Information Systems. |

# CORE CAPABILITIES

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| **Attributes** | * **Leadership:** Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism. * **Goals oriented:** Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative. * **Tactical planning/thinking:** Critically examine outputs to enable successful short term (quarter/year) planning to determine what the various parts of Council must do to enable successful delivery of strategic outcomes. * **Communication skills:** Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters. * **Relationship management:** Able to build strong relationships by winning respect at all levels through sound advice, reliability and personal integrity, constructively deal with difficult issues. * **Team focussed:** Mentor less experienced Team members, share skills, experience and knowledge via formal and informal collaboration with colleagues and employees. * **Decision making:** Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. |
| **Our Values** | * Our values of Achieve, Collaborate, Respect and Evolve will be embedded in the approach taken to the above attributes. |

# CORPORATE OBLIGATIONS

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| **Code of Conduct** | All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it |
| **Continuous Improvement** | Identify obsolete and inefficient practices and recommend changes where appropriate |
| **Customer Focus** | Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery |
| **Delegations** | Authority to operate within the Delegations attached to the position and acting within this authority. |
| **Enterprise Content Management** | Comply with Council’s Enterprise Content Management Determination including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction |
| **Financial Management** | Managing expenditure within a budget, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters. |
| **Integrated Planning & Reporting** | All employees must understand the integrated planning & reporting framework, the objectives and how they contribute to the long-term outcomes. |
| **Procurement** | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement |
| **Risk Management** | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| **Workplace Behaviour & EEO** | All activities must comply with Council’s Workplace Policies, Determinations and Guidelines. |
| **Workplace Health and Safety** | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work. |
| No direct reports. Unit structure attached. | No direct reports. Unit structure attached. |
| **Delegations** Authority to operate within the Delegations attached to the position | Delegations Authority to operate within the Delegations attached to the position |
| **Risk Management** Managing work practices to mitigate all identified risks, identifying and | Risk Management Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| **Financial** | Financial Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters |

# SIGNATURE

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Incumbent (signature) Date