OPEN SPACE ASSETS TECHNICIAN

# POSITION PROFILE

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| **Division** | Shire Infrastructure | **Status** | Full time, permanent |
| **Unit** | Asset Services | **Salary Grade** | Grade 9 |
| **Reports to** | Team Leader Open Space Assets | **Reviewed** | September 2020 |

# STRATEGIC INTENT

The Asset Services Unit is a multidisciplinary technical group engaged in the provision of infrastructure planning services including Service Management, Asset Management, Infrastructure Design and Surveying. This spans transport assets, stormwater and waterway assets, open space assets and building assets.

The unit performs these services to contribute to Council’s Community Strategic Plan (CSP) goals of:

1. A community informed and engaged in its future,
2. A beautiful, protected and healthy natural environment,
3. A culturally rich and vibrant community, and
4. A liveable place with a high quality of life**.**

In doing so, this ensures that the needs of the community are met and that community has confidence in Council.

# POSITION PURPOSE

This position reports to the Team Leader Open Space Assets Officer and has responsibility for technical support in the management and maintenance of open space assets for the Open Space Assets team.

The position will assist with:

* Technical support for tasks related to the management and maintenance of open space assets including advice and instructions, site investigations and assessments, maintenance specifications and administrative tasks.
* Responding to customer enquiries, requests and complaints and liaising with the community.
* Investigating and implementing solutions, to address community, environmental and service level issues occurring in open space assets and natural areas. Liaising with Council’s operational units to undertake repairs and maintenance of open space assets.
* Assisting with maintenance planning for of open space assets including data collection, condition assessments and risk assessments;
* Dealing with requests for access through reserves and memorial tree planting.

# STRUCTURE

# POSITION OUTCOMES AND ACCOUNTABILITIES

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| **OUTCOME TO BE DELIVERED** | **PERFORMANCE STANDARD** |
| * Management of projects related to open space asset maintenance and renewal, including contractor supervision | * Projects completed satisfactorily in accordance with Council requirements, standards and guidelines. |
| * Assistance with community consultation in relation to open space asset management, maintenance, renewals and other projects. | * Successful feedback gained to meet the requirements of the branch and inform planning decisions. |
| * Assistance with maintenance of the open space asset registers including ongoing data collection, condition assessments and risk assessments. | * Asset registers kept up to date and relevant with condition and risk assessments completed accurately. |
| * Liaison with internal and external approval authorities to ensure that all asset maintenance and renewal projects have the necessary approvals and clearances. | * All necessary information provided for approval. |
| * Preparation of grant applications to supplement council funding for asset renewals and upgrades. | * Successful grant applications. * Administration of funding meets granting organisation’s requirements. |
| * Administration of grant applications. | * Grants successfully claimed |
| * Provision of technical advice relating to open space asset management to other Council staff, consultants or contractors | * Advice is technically correct and timely |
| * Supervision of contractors undertaking maintenance or renewal projects, including on-site supervision. | * Projects completely satisfactorily and safely with minimal impact on the environment or impact. * Successful cooperation with contractors. |
| * Investigation of matters related to open space assets and preparation of written responses and technical instructions as required | * Clear and accurate reports, correspondence and information prepared |
| * Attendance and participation in team meetings | * Action taken as required |
| * Distribution of information, record keeping, and follow up for Open Space Assets projects | * Information is timely and accurate |

# SELECTION CRITERIA / SUCCESS PROFILE

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| **Qualifications, Certificates or Licences** | Essential | * Tertiary qualifications in a related field such as asset management, horticulture, landscape design, environmental management or construction supervision (or equivalent qualifications and/or substantial experience in a related field); * Class C driver license. |
|  | Desirable |  |
| **Experience or skills** | Essential | * Experience in the management of parks assets; * Problem solving skills * Experience managing or supervising small construction or maintenance related projects, particularly in the public domain; * High level of personal communication skills both written and oral; * Proven ability to research and source information of a technical nature; * Administration and computer skills. |
|  | Desirable | * Experience working in, or relating to, the public domain; * Knowledge of Council and Local Government policies and procedures; * Literacy in current computer systems and software; * Community consultation experience; * Understanding of relevant government legislation and regulations; * Understanding and ability to converse in a technical environment; * An understanding of the local environment and environmental issues |

# CORE CAPABILITIES

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| **Attributes** | * **Communication skills:** Able to articulate technical matters in simple terms. Can effectively provide written and verbal responses to customer enquiries. * **People skills:** Ability to work and coordinate with other professionals, Council service providers, consultants, contractors and members of the public. * **Quality:** Attention to detail and accuracy. * **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them * **Critical thinking**: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. * **Team focussed**: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues |

# OUR VALUES

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| **Behaviours** | * **Collaborate** - We are a united team. We work together to deliver great outcomes for our community. * **Achieve –** We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community. * **Respect** – We communicate openly, act with integrity and are inclusive * **Evolve** – We look for opportunities and embrace change, championing new ideas, and celebrating solutions. |

# CORPORATE OBLIGATIONS

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| **Employees** | No direct reports. |
| **Delegations** | Authority to operate within the Delegations attached to the position |
| **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 Management** | Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters |
| **Workplace Health and Safety** | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work. |
| **Code of Conduct** | All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it |
| **Workplace Behaviour & EEO** | All activities must comply with Council’s Workplace Behaviour Guidelines. |
| **Enterprise Content Management** | Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction |
| **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 |
| **Procurement** | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement |

# SPECIFIC CONDITIONS OF EMPLOYMENT

* Salaried Staff Enterprise Agreement
* Occasional requirement to attend meetings out of hours e.g. Community Consultation on projects.