

## Position Description

### Technical Officer - Parks

<b>Position Title</b>	Technical Officer - Parks	<b>Role ID</b>	PCTOF1
<b>Division</b>	Sustainable Communities and Environment	<b>Unit</b>	Parks and Active Communities
<b>Job Grade</b>	5	<b>Award</b>	35
<b>Reports To</b>	Recreation Planner – Policy and Legislation		
<b>Revised/Created</b>	November 2020 – Restructure, July 2021 – revised qualification		

### Primary Objective

- Perform recreation planning and licensing technical tasks and assessments including responding to internal and external written and telephone enquiries on recreation planning and licensing matters and completing grant funding applications and reporting.
- Provide technical and project support to the Parks and Active Communities Unit in various processes including policy creation and review, development applications, project management, community consultation and Council reporting.

### Values Statement

#### What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and  
are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow  
than it is today.

### Organisational Environment

#### SUSTAINABLE COMMUNITIES AND ENVIRONMENT DIVISION

The Sustainable Communities and Environment Division is responsible for the Management of Resource Recovery, Sustainability and Environment, Parks and Active Communities, Community and Cultural Programs and Holiday Parks throughout the Shire.

#### Parks and Active Communities Unit

The Parks and Active Communities Unit is responsible for the management and strategic development of Council-controlled parks, sporting and recreation facilities, playgrounds, swimming pools, community halls, community centres, auditoria, cemeteries, civic buildings, public toilets and management of surf lifesaving within the Shire.

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#### The Position

This position provides technical and project support to the Parks and Active Communities Unit across various processes including policy creation and review, assessment of open space elements of development applications, project management, community consultation and Council reporting.

The position is required to assist in the assessment of new developments and subdivisions against relevant legislation, policy or consent conditions and other matters associated with open space and associated active community assets.

The position is required to collate documentation and assess licence applications for activities and events on Council managed land and create reports which provide recommendations for conditions of approval or reasons for refusal.

The incumbent is required to assist in the development of guidelines, plans and strategies for the acquisition, management and ongoing use of Council's open space network and associated active community assets.

The incumbent must possess high level communication skills as it is required to deal extensively with community groups and members of the public and may be called on to organise meetings or respond to enquiries at the Customer Service counter and by telephone in a calm and professional manner. Additionally, the position is required to communicate with and provide information to other Units within Council and other Government organisations.

The position is required to undertake community consultation activities in relation to open space developments or the creation of plans and strategies. Further, the position is required from time to time to co-ordinate specific open space and activation improvement programs.

The position is required to perform any other duties as directed by your Supervisor (within the broad scope of job grade, skills and training) and use Council's record management software to comply with organisational and legislative record keeping requirements.

This position is required to complete grant funding applications and associated reporting.

#### The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Recreation planning	<ul style="list-style-type: none"><li>• Assist with the development of shire wide strategies and policy for the Shire's open space network underpinned by sound research and analysis.</li><li>• Assist with the development and implementation of extensive community and stakeholder consultation in the development and adoption of strategies and policies.</li><li>• Devise and manage mechanisms to implement, monitor and review policy and strategy.</li><li>• Prepare draft Council reports and recommendations.</li><li>• Review existing strategies, policies and procedures to identify opportunities for continuous improvement.</li></ul>

<p><b>2. Development applications</b></p>	<ul style="list-style-type: none"> <li>• Process and assess development applications and ancillary application referrals, application documents, comments and reports in a timely manner.</li> <li>• Assess adequacy of proposed public open space dedications at the masterplan stage of subdivisions and major developments, ensuring consistency with Councils adopted strategies, plans and standards.</li> <li>• Assess adequacy of provision and embellishment of public open space in subdivision plans and development applications in accordance with future community needs.</li> <li>• Assess developments that may impact public land.</li> <li>• Undertake compliance inspections to ensure developments are consistent with approved plans and consent conditions and ensure outcomes are adequately reported and registered.</li> <li>• Provide input into the development of open space planning and embellishment policy, guidelines and specifications.</li> </ul>
<p><b>3. Public land management</b></p>	<ul style="list-style-type: none"> <li>• Monitor and update public land use procedures including applications and licensing.</li> <li>• Provide advice on development or amendment of public land use policy.</li> <li>• Assess license and event applications including 'applications for community events on Council administered land', 'surf schools' and 'personal trainers'.</li> <li>• Liaise with relevant Council staff and external stakeholders when assessing applications.</li> <li>• Make recommendations for the approval and issuing of licenses for activities on Council managed land and provide applicable conditions of approval.</li> <li>• Ensure accurate and timely processing of applications for community events on Council managed land.</li> <li>• Provide advice to Development Assessment Unit on development applications relevant to the Unit.</li> <li>• Complete grant funding applications and associated reporting.</li> <li>• Develop project briefs and oversee the tender process for operations providing services on behalf of Council. For example, planning projects, public recreation activities (watercraft hire) or facility management (cafés).</li> </ul>
<p><b>4. Asset Management</b></p>	<ul style="list-style-type: none"> <li>• Assist in the development of community and recreation asset systems and policy.</li> <li>• Oversee transition from developer to Council owned assets, ensuring conditions are complied with, operational requirements are communicated and assets</li> </ul>

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	are entered into the community and recreation asset systems.
5. Communication	<ul style="list-style-type: none"><li>• Prepare Council reports and assessment memos.</li><li>• Prepare license agreements.</li><li>• Assist in the preparation and implementation of community consultation programs.</li><li>• Respond to enquiries from the public on matters within area of responsibility and provide general advice on matters pertaining to the unit.</li><li>• Manage the communication process in accordance with Council's Communication policy.</li><li>• Foster and maintain strong collaborative relationships and communication with other Units within Council and other Government agencies.</li><li>• Liaise with operational staff to deal with emergent issues as required.</li></ul>
6. Advice	<ul style="list-style-type: none"><li>• Provide advice to Manager and other Units within Council on open space management issues.</li></ul>
7. Customer Service	<ul style="list-style-type: none"><li>• Provide written and verbal advice to Council's customers in accordance with adopted policies and procedures.</li><li>• Respond to open space related enquiries.</li></ul>
8. Administration	<ul style="list-style-type: none"><li>• Prepare correspondence in accordance with standard templates.</li><li>• .</li><li>• Assist in preparation and maintenance of various application processes and registers.</li><li>• Source and register documents in Council's records management system.</li><li>• Research and collate data for reports.</li></ul>

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

### Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol: [WHS Responsibilities, Authority and Accountabilities Protocol](#)

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#### Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

#### Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure: [WHS Infection Control Standard Operating Procedure](#)

#### Organisational and External Relationships

##### ***Organisational Relationships***

- All staff.

##### ***External Relationships***

- State Government Authorities;
- Federal Government Authorities;
- Event coordinators;
- Sporting organisations;
- Community groups;
- Development consultants;
- Community members.

#### Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the Supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

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### Selection Criteria

#### Knowledge and Competence: (to be addressed in full when making application)

1. Minimum Certificate IV in a technical area relevant to the position e.g. urban planning, land management, property law, sports and recreation management.
2. Demonstrated extensive work experience in a high level technical or professional support role.
3. Demonstrated research competence and well developed written communication skills, in particular report writing and preparing grant funding submissions.
4. Demonstrated high level verbal communication skills including customer service skills and experience in effective dispute resolution.
5. Demonstrated competence in the maintenance of government Record Management Systems (ECM) and property systems (Tech 1 Property and Rating) and demonstrated competence in the operation of the Microsoft Office package and geographic information systems.
6. Have the proven capacity to undertake on-the-job training.
7. Demonstrated ability to work in a team environment.
8. Basic competency in reading development plans and reports in the assessment for compliance with legislation or Council policy.
9. Demonstrated knowledge of safe work procedures.

#### Desirable:

10. Current Vehicle Licence – Car.
11. An understanding of the provisions and implementation of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993* or the *Crown Land Management Act 2016*.
12. Demonstrated competence in policy development and implementation of public recreation/open space planning within a local authority environment.
13. Demonstrated knowledge of the local Tweed community and associated issues.

#### Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview. Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
Relationships	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A

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Results	
Plan and Prioritise	Intermediate
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A