

## **POSITION DESCRIPTION**

<b>TITLE:</b>	<b>Active Reserves Project Officer</b>
<b>CLASSIFICATION:</b>	<b>Band 5</b>
<b>STATUS:</b>	<b>Part Time (.5 FTE) Max Term role until May 2019</b>
<b>BUSINESS UNIT:</b>	<b>Active Communities</b>
<b>DATE:</b>	<b>July 2018</b>

## **ORGANISATIONAL CONTEXT**

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

Teamwork:	We work collaboratively to achieve shared goals
Respect:	We value diversity and appreciate others
Accountability:	We are responsible for our actions and behaviours
Communication:	We communicate openly and share knowledge with others
Customer focus:	We consider the needs of others and make a difference for our community

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behaviour outlined in our Workplace Behaviors policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

## **ORGANISATIONAL RELATIONSHIP**

Reports to:	Coordinator Active Reserves
Supervises/Direct Reports:	N/A
Internal Liaisons:	Other relevant Council Officers
External Liaisons:	General public, committees, contractors, Councillors, relevant officers in Local, State and Federal Government Departments and authorities, community organisations, local residents, state and local sporting associations and service organisations.

## **POSITION OBJECTIVES**

To support planning, community engagement, project scoping, funding applications/acquittals and input into the delivery of active reserve infrastructure and assist in the development of active reserve strategies, plans and policies.

## **KEY RESPONSIBILITIES AND DUTIES**

- Assist with administration of Community Capital Works Grants relating to active reserve applications.
- Support the scoping of capital works and community capital works grant projects.
- Identify opportunities for funding and make submissions to obtain grants and subsidies.
- Prepare minor capital works submissions for active reserve projects.
- Support the development of active reserve strategies, plans and policies for consideration by management as required.
- Support the preparation of master plans for active reserves within the Shire.
- Plan a range of minor active reserve projects.
- Assist and support active reserve committees of management and interest groups with ongoing planning and guidance to deliver quality active reserve facilities and services.
- Co-ordinate opening events, government visits and funding activity requirements for active reserve facilities.
- Contribute to the development of organisational strategic and business plans for the achievement of financial, quality management and customer service targets.
- Where appropriate represent Council on local and regional networks.
- Represent Council at official functions, meetings, seminars etc., both during and outside normal working hours as necessary to effectively carry out the position and to convey a positive public image of Council.
- Keep up to date with industry developments, legislation and regulations relevant to the requirements of the position.
- Support and assist other staff in the department including the Passive Reserves Team, in order to achieve individual, departmental and corporate objectives.
- Any other duties within limits of the employee's skill, competence and training.
- As part of the Active Reserves Team, participate in the development of continuous improvement practices and procedures.
- Any other duties within limits of the employee's skill, competence and training.
- Prepare and provide information on recreation issues, facilities and services to Council, residents, and other agencies.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Effective management of input into minor capital works and community capital works grant projects.
- Effective management of input into active reserve planning projects, strategies and master plans.
- Accountable for monitoring relevant budgetary items in conjunction with the Active Reserves Co-ordinator.
- Specialist and timely advice to the Active and Passive Reserve Co-ordinators and Team Leaders.
- Taking reasonable care for your own health and safety and that of others affected by your action.
- Freedom to act is set by clear objectives and frequent consultation with senior staff.

## **JUDGMENT AND DECISION MAKING**

- Guidance and advice is usually available, when and if required in time to make decisions.
- Ability to make decisions on projects and tasks, which may not be clearly defined, within established procedures and guidelines, but may require further research.
- Position is required to solve problems and create procedures using guidelines, professional knowledge or professional experience.
- Independent decisions can be made in regard to work priorities, problem solving, dealing with issues and action to be taken. Initiative and creativity is expected.
- Objectives of the position are clearly defined.
- The tasks may involve complex issues requiring the application of professional or technical knowledge, experience or policy.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Skills and knowledge of active reserve and community planning processes and development in a community setting.
- Ability to support active reserve policy and master plan development.
- Developed skills and knowledge of project management principles.
- Knowledge of appropriate funding sources and opportunities.
- Knowledge of budget and financial procedures.
- Understanding issues relating to a growing community.
- Understanding the principles of continuous improvement and a quality based approach to service development and delivery.
- Ability to work effectively with community groups.
- Ability to bring community projects to a successful conclusion.
- Ability to think laterally and provide innovative options based on sound judgement, research and consultation.

## **INTERPERSONAL SKILLS**

- Ability to negotiate and influence the development and delivery of recreation policy, planning and projects.
- Well developed communication skills - both written and oral.
- The ability to gain co-operation and assistance from others.
- Ability to problem solve and use initiative.
- Liaising with colleagues in other councils.

## **MANAGEMENT SKILLS**

- Able to prioritise, manage and complete multiple tasks within tight time frames.
- Capacity to plan and manage work within agreed performance standards.
- Self-organisation and general office organisation.
- Ability to self-motivate.
- Ability to embrace the Cardinia values and keys to success.

## **QUALIFICATIONS AND EXPERIENCE**

- A tertiary qualification in recreation, sport or park management, urban design, landscape architecture or similar qualification and experience in active reserve planning and project development, ideally in a local government setting.
- Knowledge of budget management.

- Proven ability to work autonomously and as part of a team.
- Ability to work effectively with community members, sporting groups and residents.
- Ability to organise and support community consultation processes.
- High level written and oral communication skills.
- Ability to plan and prioritise work in a changing environment.
- Ability to bring projects to a successful conclusion.
- Well developed negotiation and problem solving skills.
- Ability to deliver public presentations.

### **KEY SELECTION CRITERIA**

- A tertiary qualification in recreation, sport or park management, urban design, landscape architecture or similar qualification and experience in active reserve planning and project development, ideally in a local government setting.
- Demonstrated ability to work with the community in the development and scoping of active reserve projects.
- Demonstrated understanding of active reserve planning processes and funding options and processes.
- Demonstrated ability to support active reserve strategy, planning and policy projects.
- Innovation and creativity in problem solving.
- Demonstrated ability to organise and support community consultation processes.
- Sound administrative skills, including budget, project management and risk management.
- Able to work effectively as part of a team and contribute to business improvement activities.
- Ability to embrace the Cardinia values and keys to success.

### **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2017 and Cardinia's policies and procedures.

<b>Tenure</b>	This is a max term position until 25 May 2019
<b>Work Hours</b>	19 hours per week. Work days are open to negotiation to support flexible family friendly arrangements if required.
<b>Pre Employment Checks</b>	Appointments are subject to a satisfactory National Police Record Check, pre employment medical and 6 month probation period (new employees only)