

## POSITION DESCRIPTION

<b>Position Title:</b>	Recreation Planner
<b>Position Number:</b>	7061
<b>Group:</b>	Planning and Infrastructure Services
<b>Business Unit:</b>	Infrastructure Delivery
<b>Service Unit:</b>	Recreation and Facilities
<b>Reports To:</b>	Coordinator Recreation and Facilities
<b>Grade:</b>	10
<b>Hours Of Work:</b>	Up to 35 hours per week
<b>Last Date Of Review:</b>	November 2018
<b>Last Date Of Evaluation:</b>	November 2018

### Role Function Summary

The Recreation Planner is responsible for the provision of sustainable recreation planning, strategy and policy development advice to Council in order to inform, guide and improve the provision of Council's recreational open space and facilities in accordance with best practice.

### Key Responsibilities (Major and Essential Job Functions)

- Play a key role in the strategic planning for recreation within Singleton Council specifically in relation to the development and management of Council recreational facilities and open spaces
- Develop and review of Plans of Management for Council and Council Managed Crown Land
- Develop and review of policies and procedures relating to recreational activities
- Assist in the design and implementation of capital works in the recreation area
- Undertake community engagement, data analysis, and modelling to support evidence based planning, strategy and policy development.
- Establish and maintain co-operative and effective partnerships including with relevant sport, recreation, community and government organisations and internal Council teams
- Provide quality customer service to internal staff and other stakeholders to ensure customer needs are met in a timely manner
- Ensure timely and regular updates regarding project and work status, resources, risks and the like, are provided to the Coordinator Recreation and Facilities
- Provide timely, constructive input into decision making and problem solving of work issues.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

## Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

<b>Community Vision</b>	Singleton. Vibrant, progressive, connected, sustainable & resilient.
<b>Organisation Vision</b>	ESP - Engaged people; Safe workplace; and a Performance based culture
<b>Values and Behaviours</b>	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"><li>• <b>Integrity:</b> We act with commitment, trust and accountability.</li><li>• <b>Respect:</b> We are open, honest, inclusive and supportive.</li><li>• <b>Excellence:</b> We strive to achieve the highest standards.</li><li>• <b>Innovation:</b> We are creative, progressive and strategic.</li><li>• <b>Enjoyment:</b> We promote a harmonious, productive and positive workplace.</li></ul>
<b>Safe Workplace</b>	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

## Organisational Relationships

<b>Internal Relationships:</b>	Manager Infrastructure Coordinator Recreation and Facilities Parks Management Officer Facilities Management Officer Other Staff Elected Members
<b>External Relationships:</b>	Customers Residents Government Departments Community Organisations Contractors
<b>Direct Reports:</b>	Nil
<b>Indirect Reports:</b>	Nil

## Specifications and Technical Skills:

### Essential Criteria:

- Tertiary qualifications in Sport and Recreation/ Planning/Leisure Services/ Landscape Design or an equivalent discipline
- Demonstrated knowledge and understanding of the legislative requirements for community and crown land as well as relevant policies and standards for the planning and provision of recreation facilities and open space
- Demonstrated ability to identify scope, coordinate and complete plans, policies and strategies
- Analytical, conceptual and problem-solving knowledge and skills with sound judgement and capacity to make recommendations where diverse interests need to be considered

- Demonstrated well developed written and verbal communication skills with the ability to prepare high quality written reports and provide technical recreation advice in response to organisational needs
- Proven ability to work productively as a member of a team and contribute to team goals.
- Current Class C (minimum) NSW Drivers License

**Desirable Criteria:**

- Previous experience in the local government environment
- Demonstrated experience in contract procurement, preparation of project briefs, specifications and project tendering
- WHS Construction Induction (White Card)

## Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

### Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓								✓		
Walking			✓		✓							
Standing			✓		✓							
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving			✓		✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	<b>Right Hand</b>					<b>Left Hand</b>			
Simple Grasping (hold bottle)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

**Skills Progression and Assessment Record:**

Position Title: **Recreation Planner**

Employee:

<b>Skill Progression Requirements</b> <input checked="" type="checkbox"/> Step Achieved	<b>Salary Step</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Tertiary qualifications in Sport, Recreation, Planning and/or a related discipline	1					
Demonstrated experience in recreation planning, strategy or policy development within a Local Government environment	1					
Demonstrated knowledge and skills in leading and delivering successful recreation projects including planning, strategy and policy development	1					
Analytical, conceptual and problem-solving knowledge and skills with sound judgement and capacity to make recommendations where diverse interests need to be considered	1					
Demonstrated well developed written and verbal communication skills with the ability to prepare high quality written reports and provide technical recreation advice in response to organisational needs	1					
Develop and review Council policies and procedures to ensure operations meet customer requirements	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrated ability to use specific computer based technology including Microsoft Office, CM9, Authority	2					
Successful completion of 30% of positions training requirements. Refer to Position Training Requirements	2					
Demonstrated ability to work effectively and efficiently as part of a team	2					
Demonstrated ability to prepare a Plan of Management for Council owned or managed land	3					
Demonstrated ability to undertake successful community engagement	3					
Demonstrate ability to discuss and resolve a variety of problems and issues, and handle complaints	3					
Successful completion of 60% of positions training requirements. Refer to Position Training Requirements	3					
Demonstrated ability to act in higher position for less than two weeks	3					
Demonstrated ability to identify and implement potential improvements and/or alternative solutions	4					
Demonstrated ability to mentor other team members	4					
Successful completion of 100% of positions training requirements. Refer to Position Training Requirements	4					
Demonstrated ability to competently act in higher position for more than two weeks	4					
Completion of further studies in related discipline	4					

**Authorisation:**

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name	Signature	Date

**Skills Review Year** (eg 2018): \_\_\_\_\_ **Position:** \_\_\_\_\_

**Annual Skills Assessment:**

The following is to be completed at the time of the annual skills assessment.

**Comments on Employee's attitude and application to work:**

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**Employee's Comments:**

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Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Manager / Supervisor's Comments:**

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Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director's Comments:**

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Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> <b>Proposed Salary Step Placement</b>				