

## POSITION DESCRIPTION

<b>Position Title:</b>	Open Space Planner	<b>Position Code:</b>	4-OSC
<b>Division:</b>	Liveability	<b>Grade:</b>	I
<b>Location:</b>	Dubbo	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Manager Recreation and Open Spaces		
<b>No. Direct Reports:</b>	2	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Open Space Planner is responsible for the maintenance and development of the parks and reserve infrastructure throughout the LGA and assists with the management of natural landscapes including Noxious Weed management.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Total Asset Management	<ul style="list-style-type: none"> <li>Undertake strategic planning for park and reserve infrastructure to determine service levels required, ensure effective service delivery and provide the most efficient Life Cycle Cost for the required asset benefit</li> <li>Undertake external stakeholder engagement and community liaison as part of fulfilling asset management responsibilities</li> <li>Undertake risk management as part of fulfilling asset management responsibilities</li> <li>Monitor the conditions of assets under the position's responsibility and manage data in the corporate asset management systems</li> <li>Operate and maintain assets to maximise safe useful life and minimise 'whole of life' cost</li> <li>Replace assets or develop new assets in accordance with asset management plan and policies</li> <li>Manage construction projects relevant to the position</li> <li>Collaborate with the Property Asset Management group to ensure maximum safe and cost effective useful life of the buildings located within Horticulture and Landcare so that they service the community at such service level(s) as defined by Council.</li> </ul>
The park and reserve infrastructure condition of the Dubbo Regional LGA	<ul style="list-style-type: none"> <li>Assist the Manager in the implementation of the Open Space Master Plan, the Recreation Action Plan, Street Tree Master Plans and other strategic planning documents by both the public and private sector</li> <li>Provide high quality and appropriate facilities for the community in a cost efficient and effective manner</li> </ul>

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> <li>• Ensure the provision of appropriately maintained and relevant park and reserve infrastructure within resources available to meet the needs of the community through effective working relationships with Operations and Recreation and Open Space work units and other service providers</li> <li>• Obtain non-rate funding for the delivery of park and reserve infrastructure projects</li> </ul>
Oversight of the horticultural and 'Urban Forest' arboriculture condition of the Dubbo LGA	<ul style="list-style-type: none"> <li>• Assist the Manager in the planning, design and delivery of landscapes and streetscapes in public spaces</li> <li>• Develop, implement and review street tree master plans for urban and village environments</li> <li>• As required provide input into conditions for development as they relate to streetscapes, landscaping and natural vegetation management</li> <li>• Active membership of park and tree management reference groups</li> </ul>
Oversight of the Landcare condition of the Dubbo LGA.	<ul style="list-style-type: none"> <li>• Assist the Manager of Operations to achieve NSW government aims and objectives in regards to noxious weed and other biosecurity management. This includes collaborating and working cooperatively with the Manager of Operations to actively manage weeds and vertebrate pests in both urban and rural situations under the control and management of Council within the LGA.</li> <li>• Assist the Manager in the planning, design and delivery of landscapes and streetscapes in the villages of Dubbo Regional Council.</li> <li>• Assist the Manager in the planning, design and delivery of landscapes within the rural landscape – including reserve design and connectivity of landscapes.</li> <li>• Obtain non-rate funding for the delivery of natural resource management activities</li> </ul>
No adverse impact on the environment due to the development and operation of park and reserve facilities	<ul style="list-style-type: none"> <li>• Ensure the efficient and effective use of irrigation water on park and reserve assets</li> <li>• Reduce the impact of rising energy costs on the operation of park and reserve infrastructure</li> <li>• Ensure opportunities to reduce the environmental impact of park and reserve infrastructure are incorporated into asset design, renewal works and other work programs</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Represent Dubbo Regional Council ensuring that activities, projects and advice reflects a whole of council perspective, and considers the impact on the wider organisation.</li> <li>• Undertake duties in a professional and ethical manner, promoting individual and branch objectives supporting corporate outcomes and corporate values.</li> </ul>
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> <li>• Prepare, monitor and implement the work unit input into strategic plans and documents that include; <ul style="list-style-type: none"> <li>▪ Community Strategic Plan</li> <li>▪ Delivery Plan</li> </ul> </li> </ul>

### Key Accountabilities / Duties

- Annual Operational Plan and Budget
- Agreed briefs and other service agreements
- Provide input into corporate plans, reports, programs, and policies as required and monitor work unit performance

### Inherent Requirements of the Position

- The large proportion of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment
- This position requires a Pre-employment Health Assessment
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times
- The position is on-call after hours for a variety of issues, alarm responses, service delivery, complaints etc
- The position is required to attend community meetings outside of standard working hours
- Class C (Car) Drivers Licence

### Selection Criteria

#### Essential

1. Degree qualification in Open Space Planning, Recreation, Landscape Architecture or associated discipline.
2. Demonstrated experience in the development and implementation of open space concept plans, master plans, open space and planning and strategic plans.
3. Highly developed interpersonal skills to consult and negotiate with a range of stakeholders, including residents, ratepayers and community groups.
4. Excellent written and verbal communication skill and demonstrated ability to prepare concise and accurate plans and reports.
5. Ability to discuss and evaluate issues and provide leadership and advice to management and team members.
6. Sound understanding of current open space planning and design principles and practices.
7. Outcome focused project management with excellent time and financial management capabilities.

#### Desirable

8. Demonstrated ability to produce landscape designs using appropriate design packages

### Organisation Wide Accountabilities

#### Corporate Values

#### Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
  - Be Curious, Courageous And Committed
- **Sustainable**
  - Balanced Approach To Growth & Opportunity
- **One Team**
  - Working Together

**Organisation Wide Accountabilities**

	<ul style="list-style-type: none"> <li>• <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: