



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	OPEN SPACE ASSETS OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 15, 2023 (as amended or replaced)
CLASSIFICATION:	SAMSOA Level 5
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / URBAN, RECREATION AND NATURAL ASSETS / OPEN SPACE ASSETS AND URBAN STREETSCAPE
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER OPEN SPACE ASSETS AND URBAN STREETSCAPE
DIRECT REPORTS:	NIL
POSITION NUMBER:	NEW POSITION

POSITION OBJECTIVES:	<p>This is a key position in the Open Space Assets and Urban Streetscape team who is responsible for planning and implementing the asset management plans for the following functional areas.</p> <ul style="list-style-type: none"> ○ Urban streetscapes – all assets associated with the footpath/pathway network and verges. ○ Formal recreational spaces – all assets associated with sporting facilities. ○ Informal recreational spaces – all assets associated with irrigated open spaces, trails and open space pathway network. ○ Playspaces – all assets associated with playspaces. <p>The position will work closely with the project delivery team to ensure that open space assets are delivered in accordance to the specifications and project outcomes that are identified in project briefs and that they are achieved.</p>
VALUES AND BEHAVIOURS:	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community

	<ul style="list-style-type: none"> • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p>Technical Responsibilities:</p> <ul style="list-style-type: none"> • Planning and implementing the asset management plans associated with the relevant functional areas ensuring that the work is carried out in accordance to the asset management plans. • Monitoring the performance of Open Space and pathway assets and developing and implementing action plans to mitigate against identified risk. • Undertake an annual review of renewal and maintenance programs (shown below) to ensure that identified risk is managed in accordance to policies and procedures. Develop and Implement the following programs: <ul style="list-style-type: none"> ○ Playspace Continuity Program ○ Irrigation Continuity Program ○ Outdoor furniture service continuity program ○ SAMP Outdoor Sport Court Service Continuity Program ○ Parks & Streetscapes Planning Program ○ Clubs/Sporting Facilities Service Continuity Program (Minor Infrastructure Grants Program) ○ Citywide Trail Continuity Program ○ Developer Funded Service Continuity Program ○ Major Entry Sites Landscape Enhancements Service Continuity Program ○ Footpath Maintenance Program • Preparation of applications for projects eligible for subsidy under Commonwealth and State funding schemes (e.g. Green Adelaide, DIT - Places for People/ Open Space grants). • Provide technical expertise to internal and external stakeholders in the relevant functional areas in relation to asset management and project delivery. • Prepare briefs of limited to moderate complexity to support the Infrastructure Delivery Division in the delivery of Capital Works Projects. Oversee the capital delivery

	<p>program for relevant function areas ensuring timely updates to internal and external stakeholders.</p> <ul style="list-style-type: none"> • Preparation of technical investigations of Council’s parks and open space infrastructure, including providing advice and recommendations to Council. <p>Contributes to:</p> <ul style="list-style-type: none"> • Contribute to the development of Council’s Long Term Financial Strategy including preparation of funding projections (life cycle costing) for parks and urban infrastructure asset creation, level of service, operation, maintenance, upgrade and renewal. • In collaboration with the Project Delivery Division, prepare preliminary and or detailed concepts, technical specifications and construction cost estimates for parkland and urban spaces infrastructure works, including the engagement and management of consultants as required. • Contributes to the implementation of Council’s critical actions from the Sustainability Strategy and City Plan • Contributes to the development and implementation of the Division annual business plan, ensuring updates are undertaken in a timely manner, keeping all stakeholders up to date. • Contributes to the operationalisation of Council’s enterprise risk management framework (ERM).
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
<p>GENERAL RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
<p>ESSENTIAL SELECTION CRITERIA:</p>	<ul style="list-style-type: none"> • Significant experience in contract management. • Sound knowledge of urban design principles, technical literature, standards, manuals and codes of practice. • Significant understanding of management of parks and open space infrastructure and Strategic planning; • Infrastructure Risk Management.

	<ul style="list-style-type: none"> • Tertiary qualifications in either Civil Engineering, Resource Management and / or Landscape Design/Architecture or equivalent experience • Sound knowledge of asset management of assets in the relevant functional areas. • Developed analytical skills and possess sound knowledge on data analytic tools and methods. • Sound knowledge of landscape architecture and design principles, technical literature, standards, manuals and codes of practice. • Sound knowledge of urban design principles, technical literature, standards, manuals and codes of practice. • Sound knowledge of the management of playspaces. • Detailed and thorough knowledge of relevant standards, in particular relating to civil construction and recreational spaces and assets. • Significant experience in contract management.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Strong understanding of the Local Government context and the challenges faced in relation to long term management of parks and open space infrastructure.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some out of hours work will be required from time to time.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

AGREEMENT:		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: