



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 TECHNICAL LEAD
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 15, 2023 (as amended or replaced)
CLASSIFICATION:	Level 7
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:	<ul style="list-style-type: none"> The Open Space Technical Lead plays a specialist role in leading the planning, development and implementation of the Council's strategy for recreational spaces, ensuring that the integrated design of the pathway network and open space assets meet the needs of current and future needs of the community The position leads technical teams and manages the technical aspects of recreational spaces and pathways ensuring assets are functional, safe and provide amenity that is aligned to objectives set out for the recreational space. The position will develop systems and processes to acquire critical data that will inform decision making and provide expert technical advice to internal and external stakeholders.
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 Respect individual differences

	<ul style="list-style-type: none"> • 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"> • In collaboration with internal and external stakeholders, lead the development and contribute to the implementation of the strategy that will transform the City's Urban form (which includes Formal & Informal Recreation spaces, pathway and trails network, Streetscapes, Urban Places) taking into consideration, current and future customer needs, climate change, urban growth, risk management principles and legislative requirements. • To lead the development and implementation of Council's Open Space Asset Management Plan for Open Spaces and pathways, ensuring alignment to organisational objectives and current and future community needs. • Provide expert technical advice to internal and external stakeholders in the relevant functional area, which are as follows: <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. • To ensure that Asset Management Plans for Open Space assets are established and operating efficiently and sustainably delivering on strategic objectives and community expectations. • To develop and implement a risk management system/process that adequately manages safety risk associated with pathways and playspaces in accordance to Council's risk appetite as set out in the Enterprise Risk Management (ERM) framework.

- To develop and implement a network of sensors that would provide critical data associated in the relevant function area that will inform operational and long term decisions.
- Undertaking comprehensive review of technical specifications and construction drawings to ensure that project outcomes will be achieved in the delivery of these projects. Ensuring that project outcomes are achieved at the end of the delivery cycle of the project.
- Identify opportunities for projects eligible for subsidy under Commonwealth and State funding schemes (e.g. Green Adelaide, DIT - Places for People/ Open Space grants) and lead/coordinate the preparation of grant applications.
- Prepare high quality comprehensive new initiative bids (NIB) as part of the annual business cycle are prepared in a timely fashion. Preparation of accurate budget estimates and schedule of quantities for building & facilities infrastructure works.
- Prepare comprehensive briefs for complex to very complex projects to support the Infrastructure Delivery Division in the delivery of Capital Works Projects. Oversee the capital delivery program for relevant function areas ensuring timely updates to internal and external stakeholders.
- Extract valuable insights from data to drive informed decision making, utilising the appropriate visualisation to facilitate the communication of complex information effectively to a range of audiences, in particular executive management and elected members.
- Develop business cases with respect to whole of asset life, level of service, and asset condition and community expectation with respect to Parks & Urban Infrastructure.
- Manage the preparation of 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.
- Liaison with relevant government departments, service authorities and other stakeholders as required. Provide leadership in the areas of continuous improvement, customer service, and human resource management in the delivery of service areas in a manner that supports the core values, behaviours and objectives of the Council.
- Building strong relationships with internal and external stakeholders, forming strong business partnerships that facilitate good collaboration to deliver good outcomes for the community. Key external stakeholders including other local and State government agencies.

Contributes to:

- Contribute to the development of Council's Strategic Asset Management Plan and Long-Term Financial Plan including preparation of funding projections (life cycle costing) for Open Space assets and pathways.

	<ul style="list-style-type: none"> • 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).
WHS RESPONSIBILITIES:	<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).
GENERAL RESPONSIBILITIES:	<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.
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Tertiary qualifications in either Civil Engineering, Resource Management and / or Landscape Design/Architecture or equivalent experience • Highly developed analytical skills and possess comprehensive knowledge on data analytic tools and methods. • Comprehensive knowledge and extensive experience in strategic planning and imbedding plans into business as usual. • Strong presentation and communication skills. • Detailed and thorough knowledge of relevant standards, in particular relating to civil construction and recreational spaces and assets. • High level of political and financial acumen. • Comprehensive knowledge of landscape architecture and design principles, technical literature, standards, manuals and codes of practice. • Significant experience leading multidisciplinary project teams in the delivery of complex projects.

	<ul style="list-style-type: none"> • Comprehensive knowledge of urban design principles, technical literature, standards, manuals and codes of practice. • Comprehensive knowledge of the management of playspaces. • Sound knowledge of tree management, biodiversity and management of open spaces. • Sound knowledge and significant experience in asset management associated with the relevant functional areas. • considerable 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.

POSITION INCUMBANT NAME:	SIGNATURE:	DATE: