



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 ACTIVATION OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT 2019-2021
CLASSIFICATION:	MOA level 4
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT / SPORT AND RECREATION
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	SENIOR RECREATION PLANNER
DIRECT REPORTS:	NIL
POSITION NUMBER:	TBC

POSITION OBJECTIVES:	<p>The Open Space Activation Officer provides support and assistance in recreation planning, strategy and programming with a key emphasis on the following:</p> <ul style="list-style-type: none"> • Activation of Public Open Space including linear parks, play-spaces, civic precincts and reserves used for leisure, events, conservation and cultural activities. • Activation of Council's vision outlined in the Thrive Strategy including but not limited to strategy guidance, precinct programming and reporting. • Develop and facilitate innovative community partnerships to increase the use of public open spaces, sportsgrounds and recreation centres in the City of Salisbury. • Works with the Community Development team to support the delivery of holistic and strategic initiatives across a range of community priorities including event activation. • Build and maintain relationships with key stakeholders, supporting their engagement in, and contribution to the identification and development of place activation solutions that address social issues and improve community wellbeing. • Support the planning and implementation of significant or strategic community development projects for the City.
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	<ul style="list-style-type: none"> • Provide specialist advice and direction to senior leadership in relation to social planning, environmental and cultural policy and emerging trends in society that influence the use of public open spaces. • Provide leadership and support on casual hire bookings for sport and recreation facilities and parks.
<p>VALUES AND BEHAVIOURS:</p>	<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 • 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>	<ul style="list-style-type: none"> • Work as part of an integrated team of planners with a focus on: <ul style="list-style-type: none"> ◦ Activating the Little Para River corridor ◦ Leveraging community assets for wellbeing outcomes ◦ Identifying and planning for new sport or recreational opportunities in the City • Support strategic projects and programs which deliver Council's City Plan and Thrive Strategy. • Undertake research and review of key issues facing the City around place management and activation with community and sustainability at the centre. • Assist in writing reports and providing advice on issues and developments relevant to recreation, public realm design and community service provision across the City. • To monitor social and cultural trends and participation data shaping community use of public spaces and facilities. • To support place activation programming including events. • To contribute to planning responses including preparation of plans, reports, briefs, submissions, policy, and discussion papers.

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.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Previous demonstrated experience in a community-focussed organisation involved with place activation. • Ability to manage projects and include all relevant stakeholders. • Demonstrated ability to set priorities and manage deadlines. • Demonstrated skills to develop, plan and facilitate projects and events which increase the community’s involvement in public open space and leisure. • Advanced written and verbal communication skills. • Demonstrated ability to build strong professional relationships with internal and external stakeholders from diverse backgrounds. • Knowledge of place activation and place management practice. • Demonstrated ability to be self-motivated and operate independently whilst also working collaboratively within a multi-disciplinary team. • Proven skills in delivering community engagement. • A sound knowledge of community development principles and processes. • Knowledge of inter-governmental relations and practices. • Experience working with MS Office. • Demonstrated ability to undertake, lead, synthesise and interpret research and consultation into tangible advice. • Demonstrated ability to prepare reports and submissions on key issues, and formulate recommendations.

DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Experience in local government environment. • Experience in policy and practice which influences the planning of communities and activating public open spaces. • Tertiary qualifications in recreation planning, community development or similar. • Good knowledge and experience of the Local Government sector. • Sound knowledge of Council policies and procedures.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some work after hours will be required. • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Child Protection. • As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> – Local Government Act
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:		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: