

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Recreation and Open Space Project Manager	
<b>Classification:</b> Band 7	<b>Effective Date:</b> March 2025
<b>Reports to:</b> Coordinator Recreation and Open Space Development	<b>Tenure:</b> Permanent

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.



# WHITEHORSE CITY COUNCIL

## Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The Leisure and Recreation Services Department's purpose is to activate and connect our community.

The Recreation and Open Space Project Manager role will provide Council with high quality project management of recreation and open space projects that reflects current and future needs of the community.

## Key Responsibilities

### *Position Specific Responsibilities*

- Plan, facilitate and coordinate the delivery of innovative and high quality recreation and open space policies, strategies, feasibility studies and masterplans that reflect the current and future needs of the community.
- Initiate and manage the development of planning and design projects.
- Lead and manage innovative consultation and partnerships with community, agencies, consultants, contractors, government stakeholders and leisure and recreation industry through inception, planning and delivery of key projects and strategies.
- Development of project brief, tender documentation, contracts and negotiated agreements in relation to policy projects, capital project plans and strategic feasibility studies, adhering to Procurement processes and procedures to ensure compliance with relevant procurement legislation and the Local Government Act.
- Lead skilled community and stakeholder consultation processes to identify community needs, and develop appropriate strategies to meet those needs.
- Identify, analyse and provide innovative solutions to issues and challenges in a demanding growth environment, and assist work teams to resolve issues and realise opportunities.
- Provide leadership, support and direction to staff and create an environment that promotes high performance and professional development.
- Prepare high quality project management plans in accordance with project management framework and project manage nominated operational and capital works projects from inception to delivery whilst delivering high quality outcomes with budget and delivery timeline.
- Prepare high quality Council reports, funding application/advocacy documents in a timely manner and ensure they meet the needs of relevant stakeholders.
- Deliver presentations to internal and external stakeholder groups, leadership team and Councillors for consultation purposes, seeking feedback and approval and report on project progress.
- Provide updates to ensure relevant Councilors are appropriately informed on the progress of projects

- Support the delivery of Capital Works project and programs, formulation of the annual budget and monitoring of project budgets using Council's financial management systems to ensure compliance and to reflect the most up to date and accurate status of projects.
- Provide strategic advice to internal and external stakeholders on leisure, recreation and open space matters and projects.
- Lead the improvement of existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions.

#### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

### **Accountability and Extent of Authority**

**Budget:** Provision of budgetary and project advice and monitoring and delivery of recreation and open space projects within budget.

**Staff responsibility:** The position is responsible for the management of consultants providing services relating to recreation and master planning. The position will provide support to the Coordinator to lead, train, develop and motivate team members.

### **Judgement and Decision Making**

- The position requires decision making based on an understanding and knowledge of Council's goals and objectives.
- Independent judgement and adaptability is required in evaluating and deciding on appropriate methods, procedures and practices for achieving objectives.
- Ability to think laterally and provide innovate responses and recommendations to achieve beneficial outcomes for Council and the community based on sound judgement, research and consultation.

### **Specialist Knowledge and Skills**

Certificates/Licences and Experience:

- Tertiary qualifications in recreation, leisure studies, planning, landscape architecture, urban design, project management or a related discipline combined with significant

experience in recreation and open space and project management within a Local Government context.

- Extensive and diverse experience in community recreation and leisure development, strategy development, service and project management.
- Knowledge and understanding of recreation planning and infrastructure development.
- Extensive skills and experience in creative and innovative problem solving, community engagement and relationship building across a broad range of internal and external stakeholders.
- Sound technical, and strategic planning capabilities.
- Strong analytical and investigative skills including ability to translate and communicate information to a wide range of stakeholders.
- Extensive experience of recreation and open space planning and design focus experience and a commitment to quality outcomes.
- Thorough understanding of planning and project management techniques and principles and the demonstrated capacity to deliver quality projects on time and within budget.
- Extensive experience and a strong commitment to engagement and consultation with community and passive and active recreation groups, in delivering recreation and active living outcomes.
- An understanding of the long-term goals and values of the organisation with a high degree of political acumen and appreciation of the local government environment.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

Technology:

- Competence in the use of computers and a variety of relevant computer software such as Microsoft Word, Excel, Outlook, GIS. Skills in the use of AutoCAD and Adobe Creative Suite or similar are desirable but not essential.
- High level of digital and technology literacy and experience.
- Must have the ability to adapt quickly to and embrace new technology.

## Interpersonal Skills

- Excellent written and oral communication skills to enable preparation of comprehensive and accessible reports, presentations and correspondence.

- Ability to build and maintain effective working relationships with Council departments, Councillors, sporting clubs, professional bodies and other key stakeholders.
- Ability to provide excellent customer service, negotiate and liaise effectively with internal and external stakeholders to achieve community outcomes.
- Excellent negotiation, influence and persuasion skills with the ability to use discretion and judgment in a complex business and political environment.
- Extensive and diverse experience in managing community consultations including excellent facilitation, negotiation, problem solving, relationship management and advocacy skills.
- A relationship builder who strives to develop and maintain positive relationships within a political environment.
- Extensive demonstrated ability to build and sustain trusted working relationships with organisational Senior Leaders and peers.
- Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.
- A demonstrated ability to consider multiple perspectives and consider complex information within a multifaceted and complex changing environment, to create viable options, and plans to address objectives.

#### Key Relationships:

- **Internal Liaisons:** Liaises with and advises staff at all levels up to and including Directors, the Chief Executive Officer and Councillors.
- **External Liaisons:** The incumbent is required to liaise with, consult and maintain a professional relationship with Government agencies, other municipalities, consultants, professional associations, community groups, sporting clubs and residents.

#### Management Skills

- Ability to effectively plan, prioritise and manage multiple tasks in a changing environment to achieve targets within tight timelines and adapt to urgent priorities.
- Ability to lead, develop, train and motivate team members to achieve required outcomes.
- Capable to managing complex collaborative projects including multiple partners from across the organisation, consultants, contractors and the community.
- Project manage the development of strategies, policies, feasibility studies, masterplans and other nominated operational and capital works projects.
- Prepare Council reports, project briefs and other technical documentation for written and oral presentation.

- A strong conceptual and strategic thinker with excellent problem solving and decision making abilities.
- Monitor project budgets on Councils' financial management systems to ensure compliance with budget cycle requirements and to reflect the most up to date and accurate presentation of the status of projects
- Establish courses of action for self and others to ensure that work is completed efficiently
- Set high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

### Key Selection Criteria

1. Tertiary qualifications in recreation, leisure studies, planning, landscape architecture, urban design, project management or other related field.
2. Significant relevant experience in developing recreation strategies, policies, masterplans and feasibility studies and understanding of the processes that will ensure successful implementation.
3. Thorough understanding of planning project management techniques and principles.
4. Demonstrated ability to effectively plan, prioritise, and manage multiple tasks in a changing environment to achieve timelines and adapt to urgent priorities.
5. Highly developed communication, community engagement and consultation skills including knowledge of and extensive experience working with and developing relationships with community groups such as local environmental groups i.e. resident associations, sports clubs or similar.
6. Ability to collaborate effectively and manage multi-disciplinary teams both within the Leisure and Recreation Team and across the organisation and show initiative in a team environment.



## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms			
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.			
<b>Standing</b> Tasks involve standing in an upright position			
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height			
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects			
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another			



Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body			
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.			
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence			

**Any other relevant comments:**