



WHITEHORSE CITY COUNCIL POSITION DESCRIPTION

Senior Advisor - Major Recreation and Open Space Projects

Classification: Band 8	Effective Date: 1 July 2021
Reports to: Project Manager, Major Transport Projects	Tenure: Full time, fixed term to 30 June 2025

Goal Statement

The position will provide the impacts on recreational and open space environment related advice to the Project Manager (PM) of Major Transport Projects (MTP). This position will support the management of Council's interests in major State Government strategic transport projects being investigated and/or delivered by other levels of government included but not limited to Suburban Rail Loop Authority (SRLA), Level Crossing Removal Project (LXRP) and North East Link Project (NELP).

The position is responsible for the provision of sourcing, interpreting and applying advice specifically associated with the recreational and open space environment - as well as sourcing and applying other related technical, strategic and policy advice as related to the concept stage; detailed design stage and construction delivery stage of the major infrastructure project/s being managed by the MTP team.

Reference to Major Projects relates to the State Government SRLA, LXRP, NELP and any other strategic major transport or other related projects assigned.

Key Responsibilities

Position Specific Responsibilities

- Identify, assess and manage the impacts on recreation and open space resulting from major transport and other related projects.
- Undertake strategic recreation planning relating to major transport and other related projects.
- Advocate to other levels of government for improved recreation and open space outcomes relating to major transport and other related projects.
- Manage day to day liaison with consultants; internal stakeholders and contract staff to ensure services are delivered to a high level; efficiently; with due diligence and professional service provisions.
- Source, collect, analyse and provide information and advice relating to recreation and open space facilities and activities as they relate to major transport and other related projects.
- Integrate sustainability principles into advice and similar.
- This role is required to fully brief the PM - MTP on issues of recreational and open space environment and any other related matters.
- Represent council on relevant internal and external working groups.
- Develop and maintain effective professional internal and external relationships, including with residents, sporting clubs, sports associations, community groups, consultants, contractors, government stakeholders and the recreation and open space industry.
- Develop project plans and manage the delivery of nominated recreation and open space projects. Manage projects throughout the project life cycle, including procurement, stakeholder engagement, undertake community consultation, any budgets, schedules, risk, communications, reporting and the delivery of any assets which will be handed over to council.
- Prepare project briefs, technical documentation, policies and strategies for written and oral presentation.
- Ensure that all projects are undertaken according to Council, legislative and statutory policy, guidelines and laws.
- From time to time, the position may be requested to undertake other duties relevant to major transport and other related projects and to assist PM - MTP manage Council's overall interests and expectations in the project.

Advocacy and stakeholder engagement

- Assist with the management of advocacy activities to the PM – MTP to ensure Council's interests are considered during the various stages of the projects delivery.

- Support the PM – MTP with representation (when delegated by the PM - MTP) on committees and working groups to ensure Council's position on the major transport projects are understood and considered.
- Gain cooperation from internal stakeholders to ensure multidisciplinary matters are considered appropriately and consistently.
- Regularly liaise with other relevant local governments and impacted groups (as delegated by the PM - MTP) affected by the project.
- Develop, manage and evaluate appropriate engagement activities to understand community and stakeholder views regarding the projects.
- Ensure internal and external stakeholders are updated appropriately.
- Assist in the preparation and presentation of project progress reports to Council and other stakeholders regarding major transport and other related projects.

Corporate Responsibilities

- Adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes.
- Understand and apply risk management principles as it relates to the employees work area and related procedures to minimise injury risk; loss to individuals; assets and equipment.
- Ensure confidentiality is maintained for all sensitive information relating to the major projects
- Apply sound financial management techniques to budget processes.
- Provide equitable and sound advice to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Authority

Budget: Oversee the preparation, monitoring and financial reporting of projects and activities accountable to the position.

Staff responsibility: Consultants, contractors and casual staff as required.

Decision making:

- Methods, procedures and processes for problem solving are less defined and the work will typically require the identification and analysis of an unspecified range of options before a choice can be made.
- This role is expected to contribute to the development and adaptation of policy and process as it relates to the projects being delivered through the management of this role.
- The position must assess, evaluate and find solutions to complex and multidisciplinary issues that often have legal, political, social, environmental and financial implications.
- The position will support the PM – MTP for the provision of high quality recommendations, decisions and advice for discussion and consideration by the Manager Engineering and Investment, the Executive Management Team (EMT) and for reports presented to EMT and/or Council
- The position must ensure confidentiality is maintained for all sensitive information.

Key Relationships

The position will negotiate, liaise with and maintain professional relationships with Council officers up to and including the CEO, Councillors, State and Federal Government officers, officers from other local governments, private and public agencies, community groups, sporting groups and members of the public.

Selection Criteria (Essential)

Qualifications/Certificates/Licences and Experience

- Tertiary qualifications in a relevant discipline such as recreation, project management, or a closely related discipline or less formal qualifications with significant/demonstrated relevant professional experience in planning and policy development, review and implementation processes, preferably

in a local government environment. Extensive experience in project management of recreation and open space projects throughout the full life cycle of projects, including procurement, stakeholder engagement, budgets, schedules, risk, communications, reporting, relocation options and evaluation.

- Sound technical, and strategic planning capabilities relating to recreation and open space matters and the management of possible facilities which might be handed over to Council.
- Knowledge of relevant existing Council policies and strategies (eg Whitehorse Recreation Strategy, Whitehorse Open Space Strategy and relevant Master Plans) and how they relate to the major transport and other related projects.
- Extensive experience in conducting community consultation activities.
- Ability to liaise and work closely with Sporting Clubs and other relevant stakeholders.
- The ability to get the best possible outcomes for the community, sporting clubs, associated stakeholders and Council.
- Ability to analyse and interpret information regarding recreation and community trends.
- Demonstrated knowledge of relevant Legislation, Awards, Codes of Practice and Standards.
- Ensure open space planning and design activities encompass sound environmental management principles.
- Experience in advocacy activities.
- A valid Victorian driver's licence is required.
- Satisfactory National Criminal History Check is required.

Technology

- Excellent computer skills on packages such as Word, Excel, PowerPoint, internet, GIS systems, records management systems and email.
- Ability to monitor and control budgets and project manage through the use of computer applications.

Interpersonal

- Must have strong communication and interpersonal skills to facilitate discussion, advocate, gain cooperation and resolve problems with internal staff, state government representatives, members of the public, contractors and consultants and various external parties.
- Highly developed verbal and written presentation skills, with the ability to present to internal and external stakeholders, EMT and Council if required
- Demonstrated ability to influence external stakeholders through advocacy activities to ensure Council's interests are considered during the planning, delivery and operation of projects.

Leadership/management:

- Demonstrated ability to liaise, communicate and influence internal and external stakeholders to achieve quality outcomes in accordance with timeframes and budget constraints.
- High level skills relating to appointment and management of consultants to ensure compliance with Council requirements.
- Ability to manage own time, set priorities, and achieve targets within a set timetable despite conflicting pressures.
- Ability to work at both a strategic and operational level.

Other Attributes (Desirable)

- Understanding of the role and impact of local government in the provision of recreation and open space services and facilities.
- Experience working on major state government projects is desirable.
- Skills in the use of AutoCAD and Adobe Creative Suite or similar are desirable.

Notes and comments:

- Please refer to the Physical and Functional Requirements for information about this position.
- Short listed candidates may be required to attend a pre-employment medical examination.
- The position may be required to attend out of hours meeting.
- The position may be required to work from different locations within the municipality.

Key Selection Criteria:

1. Tertiary qualifications in recreation, leisure studies, project management or a relevant discipline.
2. Strong communication and interpersonal skills to facilitate discussion, advocate, gain cooperation and resolve problems with internal staff, state government representatives, members of the public, contractors and consultants and various external parties.
3. Extensive experience in project management of recreation and open space projects throughout the full life cycle of projects, including procurement, stakeholder engagement, budgets, schedules, risk, communications, reporting and evaluation.
4. Knowledge of relevant existing Council policies and strategies (eg Whitehorse Recreation Strategy, Whitehorse Open Space Strategy and relevant Master Plans) and how they relate to the major transport and other related projects.

EMPLOYEE NAME:			
Employee Signature:		Date:	