POSITION DESCRIPTION

Position:	**MANAGER PARKS, RECREATION AND COMMUNITY FACILITIES**
Employment Status:	Full Time
Position number:	1085
Directorate:	Infrastructure and Development
Unit:	Parks, Recreation and Community Facilities
Classification:	Senior Executive Officer
Date adopted/reviewed:	09/11/2026
Document number:	DOC/26/53771

THE UNIT

The Parks, Recreation and Community Facilities Unit (PRCF) incorporates the Parks and Open Space, Active Communities, Building Projects and Property Portfolio teams. The unit focuses on developing and maintaining Council assets and infrastructure to ensure an active and sustainable future for the community.

POSITION OBJECTIVES

- Lead service planning, upgrade and renewal of community buildings, recreation reserves and public open spaces utilising best practice asset management approaches.
- Plan and deliver major community infrastructure, including but not limited to procurement and contract management of external contractors.
- Coordinate the identification and application for external funding across the organization, and for parks, gardens, open space and natural environments.
- Managing external recreation service contracts.
- Lead Council's recreation planning and development initiatives.
- Lead the management of Council owned and managed property including leases, licenses, acquisition and disposal.

KEY RESPONSIBILITIES AND DUTIES

People management

- Creating and maintaining a culture that supports high levels of staff engagement and performance.
- Providing guidance and direction for staff through team and individual performance indicators.
- Undertake performance assessments and identify individual performance objectives, skill improvement and personal development plans as per organisational policy.

- Support the development of employees within the unit.
- Maintain an appropriate unit staffing structure for the department.
- Supporting the development of employees within the unit.
- Leading regular unit communication including meetings, email and verbal communication.
- Lead staff recruitment processes as required subject to approvals.

Business performance

- Developing and agreeing upon an annual unit budget and managing the unit to the agreed budget including targets set by the Executive.
- Meet all corporate planning and reporting requirements.
- Ensuring effective departmental use of corporate systems.
- Providing business intelligence to inform decision making at various levels.
- Identify and seek grant funding and provide oversight of grants received.
- Manage the delivery of projects including tender and quotation documents and contract administration for consultants and contractors, ensuring program objectives and budgets are met

Service management

- Developing, reviewing, implementing and monitoring service standards in accordance with Council objectives.
- Complying with legislation, regulation and any other externally imposed service standard.
- Reviewing unit services in accordance with Council objectives.
- Provide value-for-money outcomes for the community.
- Making and keeping records of business activities and decision making.

Strategic planning

- Developing, implementing and monitoring plans and strategies.
- Identifying medium to long-term opportunities and challenges and planning for them.
- Ensure best practice project and contract management.
- Dealing with sensitive and complex matters that may not always have established guidelines and procedures.

Capital Works Program Management

- Prepare and oversee business cases to justify capital projects linked to relevant strategies, Council objectives, regulatory requirements and associated with unit responsibilities.
- Ensure unit's capital projects and programs are appropriately resourced with due consideration to budgetary constraints.
- Oversee monitoring and reporting of capital projects against milestones.

Organisational leadership

- Acting in accordance with and modelling organisational values and culture.
- Positively influencing teams and individuals.
- Negotiating, mediating and resolving conflict.
- Clearly communicating the vision and values of Council.
- As a member of the leadership team, supporting effective development and implementation of organisational policies and procedures.
- Effectively engaging with members of the leadership team.
- Participating in decision making and consultative processes provided by the organisation.

Communication and engagement

- Providing high quality advice to Council in a variety of formats.
- Liaising effectively with internal and external stakeholders.
- Acting in accordance with Council's Customer Service Standards.

Risk Management and Workplace Health & Safety

- Observe safe work processes and report any risks as required by policy and legislation. Risks may be financial, safety, site, task or person-specific.
- Be aware of what constitutes bullying or harassment and, as part of the leadership team, actively contribute to a zero tolerance bullying culture.

Leadership of the Parks, Recreation and Community Facilities Unit

- Review unit functions to ensure that processes and responsibility for management of each function is defined and documented.
- Provide leadership and direction to staff to prepare and deliver Council's Parks, Recreation and Community Facilities services.
- Provide professional and technical advice and assistance to the Parks, Recreation and Community Facilities unit and to other areas of the organisation and Council.
- Provide expert oversight and management of the evaluation and implementation of contracts, as required in the delivery of the units work program and assist other areas of the organisation, as required, with contract implementation and management.
- Coordinate, prepare and monitor applications for grants, funds and allocations from Government sources.

Emergency management

- It is a requirement that you read the Municipal Emergency Management Plan and ensure strong understanding of the policies and processes underpinning this role.

OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director Infrastructure and Development
Supervises:	Active Communities Team Leader, Building Projects Coordinator, Property Portfolio Coordinator, Coordinator Parks and Open Space, Business Support Officer
Internal liaisons:	Staff at all levels across the organisation and Councillors
External liaisons:	Members of the public, Community Asset Committees, Community building users (e.g. RSL), community groups/organisations, external consultants, contractors Building contractors, Recreation services providers, local, state and federal government authorities, state sporting associations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Directly accountable for clearly quantifiable outcomes and outputs that are the direct responsibility of the position.
- Efficient and effective management of unit resources.
- Achievement of unit goals within agreed budgetary, quality and time constraints.
- Effective leadership and guidance in the achievement of organisational goals and maintenance of a committed and high performing team.
- Authority and freedom to act within established operational and budgetary guidelines and the provision of Acts, Regulations, Codes and Policies.
- Development of policy and strategic plans, the freedom to act is wide and limited only to areas of management within the position.
- Undertake such other responsibilities or tasks as are consistent with the skills, knowledge and capacity of the incumbent, as directed by the Director Infrastructure and Development.

JUDGEMENT AND DECISION MAKING

- Ability to deal with sensitive and complex matters that may not always have established guidelines and procedures.
- Ability to think strategically across a wide range of topics while recognising the operational implications of strategic decisions.
- Undertake the identification of the environment and business challenges for current and future years and develop the organisational strategies to meet these challenges.

SPECIALIST SKILLS AND KNOWLEDGE

- Extensive experience in the design and delivery of community facilities and open spaces.
- Outstanding demonstrated leadership skills including the ability to inspire and drive performance.
- A sound understanding of key pressures and opportunities impacting on regional Victoria, the local government sector and the business areas within the organisation.
- Sound understanding of legislation and regulations as they apply to functional areas.
- The ability to think critically and strategically to make informed decisions.
- Well-developed ability to prepare correspondence, reports, submissions and presentations, both of a routine and substantive nature.
- Sound understanding of financial and budget principles, project management and contract administration.

MANAGEMENT SKILLS

- Ability to supervise a large number of employees, including the supervision of tertiary qualified employees or employees with extensive experience.
- Management skills are required to achieve objectives and goals, taking into account of organizational and external constraints and opportunities.
- Exercise creativity and innovation in the position to drive continuous improvement.

INTERPERSONAL SKILLS

- Outstanding ability to work and communicate with a wide variety of people and audiences including the ability to effectively lead and influence others, especially as it applies to environments of change.
- Exceptional ability to build and maintain effective relationships.
- Strong ability to anticipate and respond to change and to lead others in change processes.
- Ability to have direct, constructive and honest conversations to drive improvements in performance and culture.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in urban planning, sport and recreation management or aligned discipline with extensive relevant experience (minimum 7 years).
- A high level of managerial experience and a proven track record as an effective leader.

CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. Council welcomes applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQA+ community and people of Aboriginal and Torres Strait Island descent.

INFORMATION SECURITY

Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

INTELLECTUAL PROPERTY

Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.
- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the Public Records Act 1973, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

KEY SELECTION CRITERIA

- Tertiary qualifications in urban planning, sport and recreation management are mandatory. Further relevant qualifications would be viewed positively.
- Extensive experience in a relevant senior management role, preferably in open space planning and recreation facilities management.
- Sound understanding of financial principles with a proven record of accomplishment in managing operational and capital budgets.
- Proven leadership skills aligned with Mount Alexander Shire's adopted values.
- Demonstrated ability to think strategically and to work effectively in a complex, political environment.
- Exceptional written and verbal communication skills with the ability to engage and present to a variety of stakeholders.
- Ability to interpret and manage legislation and regulation requirements.
- Ability to develop and maintain effective networks with government agencies, community based groups and industry colleagues.

AGREEMENT AND ACCEPTANCE

Signed on behalf of Mount Alexander Shire Council:

Director Infrastructure and Development:	
Date:	

I understand, agree to and accept the role as outlined in accordance with this position description:

Employee Name:	
Signature:	
Date:	

Position descriptions are varied from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources team to ensure the version you are using is up to date.