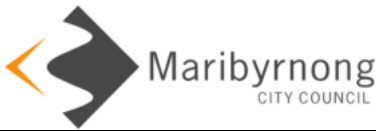


Position Description



POSITION TITLE:	Open Space Officer
POSITION NO:	3109
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Recreation and Open Space
SECTION:	Strategy, Policy & Planning
CLASSIFICATION:	Band 5
LOCATION:	Operations Centre, 95 Sunshine Rd, West Footscray
DATE:	July 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Strategy and Policy
Supervises:	Nil
Internal Liaisons:	Senior Open Space Planner, Manager Recreation and Open Space, Recreation and Open Space team members and other Council employees.
External Liaisons:	Community groups, clients, suppliers, consultants, contractors, government representatives, agencies and authorities and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council’s values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

- To contribute to the implementation of open space priorities within the municipality with reference to Council’s Open Space Strategy.
- To support the review and development of new and existing masterplans, strategic plans, feasibility studies, business cases and policies that will provide the framework for the provision and management of Council’s public open spaces
- To monitor and report on Open Space management, assets and maintenance standards.

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DUTIES AND RESPONSIBILITIES

Planning

- Provide input into the development of strategies, plans and policies that deliver higher quality open spaces for the residents of Maribyrnong.
- Gather, investigate and analyse data relating to the activities and interests of the community that will inform policies, projects and future open space priorities.
- Gather, investigate and analyse data relating to open space asset management and maintenance
- Provide support to the Senior Open Space Planner and the Coordinator Strategy and Policy on open space planning issues to ensure the community's future needs are being met.

Promotion and Advocacy

- Represent the Recreation and Open Space team on internal, local and regional initiatives and appropriate forums as required.
- Engage with external agencies, local residents, and special interest and community groups as required
- Provide timely accurate information to residents and other agencies on open space issues, facilities and services as required.
- Support the development, implementation and ongoing monitoring of information systems that inform the availability and quality of open space within the municipality.

Teamwork and Customer Service

- Work collaboratively with team members and assist other staff in the department, in order to achieve individual, departmental and corporate objectives
- Consistently deliver a high standard of customer service by efficiently and effectively responding to customer service inquiries in a timely manner.
- Contribute to the development of continuous improvement practices and procedures for the Department and the Organisation.
- Participate in induction and training programs as required.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.

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- Providing well researched, accurate and timely information to contribute to the preparation of open space strategies, plans and policies.
- Provide support within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and frequent prior consultation.
- Adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensuring that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.
- Promoting a positive image of the Council to members of the public through professional standards of personal presentation.
- Initiate purchase of equipment, goods and services in accordance with cost centre budgets and Council's financial delegations;
- Liaise with internal and external individuals and organisations for the purpose of undertaking the duties and responsibilities of the position.

JUDGEMENT AND DECISION MAKING

- Ability to work unsupervised, analyse situations and independently make decisions, and guide other staff members to relevant policies and procedures.
- Use previously acquired experience and knowledge to select within a wide range of methods, processes or equipment, the most appropriate to creatively solve problems and meet well defined objectives.
- Exercise judgement and autonomy to make decisions based on knowledge of department and organisational goals and objectives for routine matters and in recommending improvements to these methods, procedures and processes.
- For more complex matters not covered within policy and guidelines, advice should be sought from supervisor or more senior employees.
- Guidance and advice from supervisor and other Council employees would usually be available within the time required to make a decision.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and understanding of the role of local government in the provision of open space and function of the team, senior staff to whom support is provided and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to perform the role.
- Knowledge and understanding of trends and patterns in the use of open space in an inner urban context and project planning and management.
- Ability to engage and consult with community groups, contractors and consultants.
- Ability to build strong relationships with team members and colleagues within an organisation.
- Experience in the use of Microsoft Office/Outlook and GIS software and familiarity with the use of databases and information systems.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work to achieve team objectives within a set timeframe.

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- Ability to manage projects, coordinate consultants and work in multi-disciplinary project teams.
- Knowledge and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Strong written and verbal communication skills and ability to effectively manage complex conversations with a diverse range of community members and external stakeholders.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in a relevant field such as Strategic Planning, Urban Design, Landscape planning, or a similar discipline.
- Relevant experience within an open space policy framework and an understanding of the role of local government in the provision of open space.
- Demonstrated experience in the preparation of master plans and strategic plans relating to open space
- Demonstrated experience in community consultation and stakeholder management.
- Current Driver's Licence
- National Police Check
- Working with Children Check

KEY SELECTION CRITERIA

- Relevant qualifications and experience.
- Ability to think strategically, analyse situations, develop solutions and achieve outcomes.
- Ability to allocate time and resources to manage a range of concurrent projects
- Demonstrated ability to develop effective working relationships to gain cooperation and assistance within an organisation.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business

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matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: Date:

Manager/
Coordinator:..... Date: