

Position Statement



POSITION TITLE	Parks Management Officer
POSITION NUMBER	80024
REPORTS TO	Coordinator Community and Recreation Engagement
CLUSTER	Service Delivery
DEPARTMENT	Community Partnerships
TEAM	Community and Recreation Engagement
CAPABILITY PROFILE	Team Member
PAY BAND	G
CLASSIFICATION AND SALARY TABLE	Indoor 35 hours
AWARD BAND AND LEVEL	Administrative/Technical/Trades Band 2, Level 2
EFFECTIVE DATE	November 2025

ROLE PURPOSE

The Parks Management Officer is a member of the Community and Recreation Engagement team and is responsible for supporting key stakeholders in relation to usage and infrastructure proposals on community and Council-managed Crown land. The role is community and customer facing and will liaise with a range of stakeholders to ensure timely and effective delivery of services and that proposals are assessed in line with Council strategies.

The Parks Management Officer will develop, review, implement, and monitor Council's procedures and policies in relation to the management of community and commercial activities on community or Council-managed Crown land in accordance with the Local Government Act, other legal requirements, and relevant Plans of Management and communicate any changes to stakeholders. The role will engage and work with volunteers as required to ensure strong community relationships are developed and promoted.

Roles may evolve and change over time, in line with the changing strategic and operational requirements of the organisation to deliver quality services to our community.

CORE ACCOUNTABILITIES

1. Develop, review and implement policies and procedures in relation to commercial and community activities on community land and report to Council as necessary.
2. Assist with hall and park bookings
3. Review and implement administrative systems and processes to manage activities, projects and events on community land in accordance with legislation, policy and procedures.
4. Identify non-compliant development and/or activities on community land and coordinate processes to ensure compliance with relevant regulations.
5. Manage requests for donated infrastructure in Council's parks and reserves and coordinate small maintenance and improvement projects
6. Liaise with other areas of Council in relation to asset management, design and maintenance, park bookings, community events, and development compliance
7. Coordinate the identification and assessment of risks relating to areas covered by the position and implement controls to address the risks
8. Prepare briefs, project management documents, and manage consultants relevant to the position

The incumbent is required to undertake other duties, projects or tasks as directed, which are within his/her skills, competence and training, and undertake job-specific training and development. Consultation will occur as part of this process.

The position may require:

- Weekend and on call work
- Travel and/or work across multiple sites
- Attend Council meetings

ESSENTIAL CRITERIA

1. Tertiary qualifications in community development, recreation or leisure studies or related discipline, or advanced standing towards obtaining the qualifications, or extensive experience commensurate with qualifications
2. Experience and skills in communicating in a professional manner to a range of stakeholders and audiences
3. Demonstrated skills in community consultation including the ability to negotiate favourable outcomes in situations of conflict
4. Research experience, and the ability to write Council reports, and develop procedures and policies in relation to the management of community land.
5. Experience and knowledge of Microsoft Office Suite
6. Class C Driver's licence

DESIRABLE CRITERIA

1. An ability to interpret legislation and policy, with a demonstrated knowledge of the Local Government Act and regulations, particularly relating to community land management
2. An understanding of asset management principles in relation to maintenance service levels and improvement programs
3. Experience working in local government and an understanding of the roles and responsibilities of different sections of Council

CONDITIONS OF SERVICE

Our values: *shaping our future, leading at all levels, and working together*, reflect the culture of our organisation. They are the 'glue' that brings us all together in achieving our Council and community goals. Employees are expected to support, and feel supported by, our shared values.

Council's Capability Framework applies to all positions, and sets out the behaviours we expect from our people. The Capability Profile for this position is: Team Member The details of each profile are available on Council's intranet.

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined in the letter of offer.

EMPLOYEE NAME	
SIGNATURE	
DATE	