

Employment Information Package



Parks Planning Officer

Position number: POS1278

*Position enquires must be submitted by 23 December 2024, or after 1 January 2025.

Enquiries:

Name: Leanne Purchase

Position: Acting Manager Parks and Sustainability

Phone: 03 6323 3126

Email: leanne.purchase@launceston.tas.gov.au

Application closing date: 3:00PM, MONDAY, 6 JANUARY 2025



City of
LAUNCESTON

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Address all correspondence to:

Manager People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston organisational chart

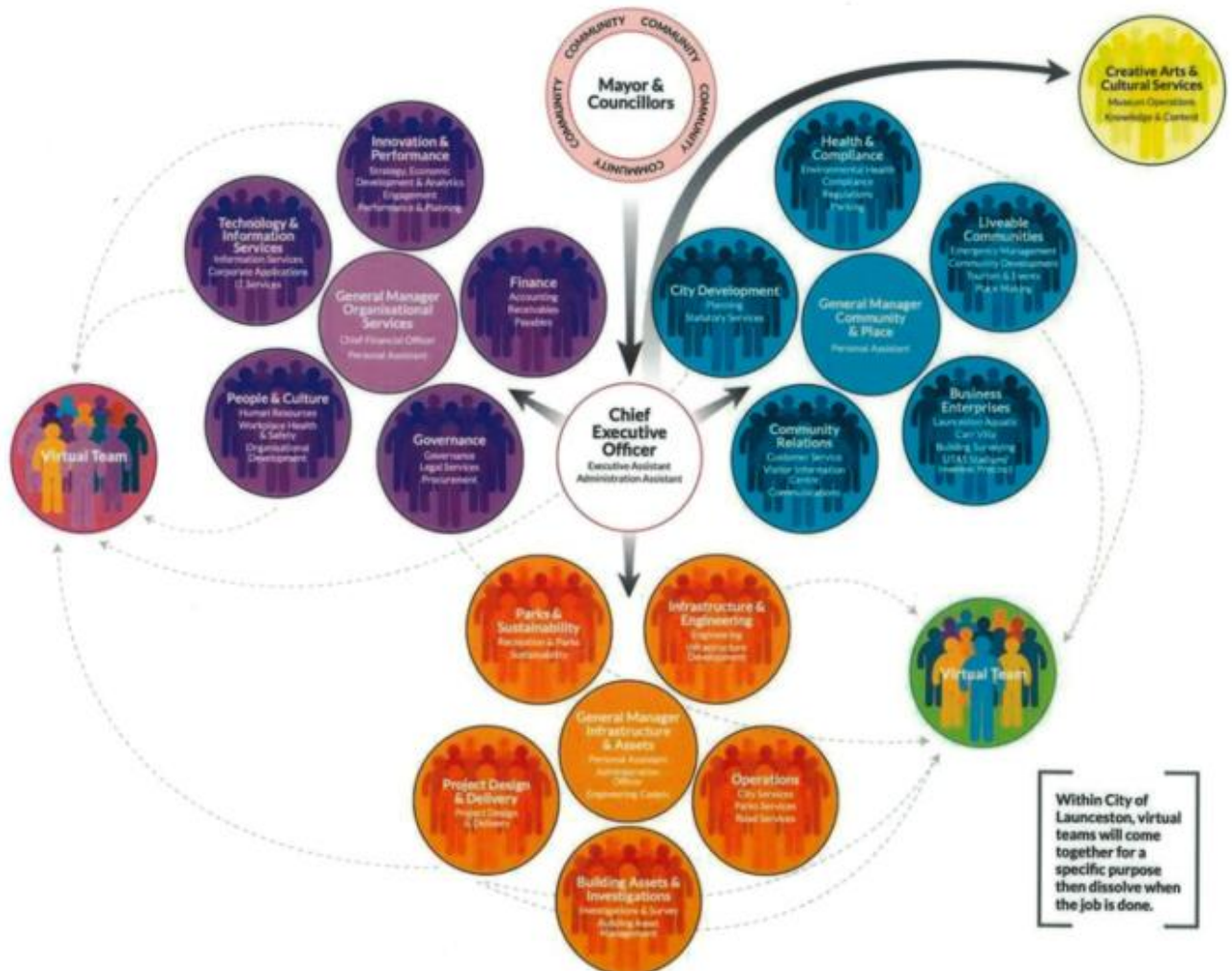
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received
2. Shortlisting
 - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
 - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
 - Reference Check
 - Police Check
 - Medical Assessment
 - Drug and Alcohol screening

All costs covered by City of Launceston
5. Suitability determination and preferred candidate identified
6. Letter of Offer

Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

General conditions of employment

Position title	Parks Planning Officer
Employment terms	Permanent
Working pattern	19-day month
Total remuneration	<p>Remuneration commensurate with qualifications - Grade 5/6</p> <p>Grade 5: \$93,282 - \$106,239*</p> <p>*Total remuneration includes superannuation, as detailed below</p> <p>Base salary \$80,939 - \$92,182</p> <p>Grade 6: \$108,944 - \$123,996*</p> <p>*Total remuneration includes superannuation, as detailed below</p> <p>Base salary \$94,528 - \$107,589</p>
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

PF NUMBER:		POS NUMBER:	POS1278
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POSITION TITLE:	Parks Planning Officer
AWARD CLASSIFICATION:	Grade 5/6
EMPLOYEE:	Vacant
TEAM:	Parks and Sustainability
NETWORK:	Infrastructure and Assets Network
REPORTS TO:	Team Leader Recreation and Parks
PREPARED BY:	Leanne Purchase
DATE:	November 2024

APPROVED BY:	
NAME:	Leanne Purchase
POSITION:	Acting Manager Parks and Sustainability
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
The Parks Planning Officer leads the provision of strategic direction, technical advice and project delivery for the City of Launceston's park and bushland assets.

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of our values
Technology	Use technology and information to maximise efficiency and effectiveness	New and existing technologies are utilised effectively
Collaborate	Work collaboratively within your team and across networks Support delivery of the Network's strategic and annual plan actions Work with horizontal teams as relevant to technical role accountabilities	Actively participating in team meetings/toolbox meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across Networks
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network	Improved work practices and projects
Technical		
Parks management	Develop, enact and cyclically review parks management plans Ensure policies, procedures and maintenance schedules respond to agreed levels of service With support from the Parks Project Officer, manage parks-related projects that require specialist intervention or works	Parks are managed to agreed levels of service Projects are well planned and delivered to expectations, with thorough supporting documentation and clear outcomes
Bushland management	Develop, enact and cyclically review reserve management plans Ensure policies, procedures and maintenance schedules respond to agreed levels of service With support from the Parks Project Officer, manage projects that require specialist intervention or works, with a particular focus on conservation, health of waterways, and fire fuel reduction	Council's bushland management practices achieve agreed environmental objectives and fulfil compliance obligations Projects are well planned and delivered to expectations, with thorough supporting documentation and clear outcomes
Fire management program	Lead the development and implementation of fuel hazard management plans including burn schedules for Council owned and managed land	Annual program works, including fuel reduction burns, is complete
Open space planning	Advise on open space design, and establishment and management of assets that reflect community expectations Collaborate with the Recreation Planning Officer and other stakeholders to implement the Council's Recreation and Open Space Strategy	An implementation plan for the Recreation and Open Space Strategy is developed, resourced and delivered to agreed outcomes Open space planning and action reflects the outcomes

Accountabilities	Activities/Tasks include:	Success looks like ...
	Monitor existing open space and assets and intervene as appropriate to ensure they are fit for purpose	sought by the Recreation and Open Space Strategy
Land use planning	<p>Where City of Launceston is the applicant, provide technical support to the Project Design and Delivery Team around the preparation of development applications and/or planning exemption memos for parks and recreational facilities and assets</p> <p>Support development in the Launceston municipality by collaborating with the Infrastructure and Engineering Team to provide developers with pre-lodgement advice for proposed developments</p> <p>Assess development applications referred to the Infrastructure and Assets Network by the City Development Team</p> <p>Develop policy positions and procedures to inform public open space planning</p>	<p>Advice is consistent with Council strategy, policy and procedures</p> <p>Advice is provided to agreed levels of service</p> <p>Strategies and associated policies and procedures are relevant and up to date</p>
Grant funding	Identify relevant grant opportunities, write submissions, and participate in management of grant funds, reporting and acquittal	Grant funding is secured and managed as required by the grant deed
Asset management	Responsibly manage the assets of the Council, particularly those that relate to the delivery of recreation, parks and reserves	Assets are managed in keeping with established policy and processes, and to agreed standards
Work safely with a duty of care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers</p> <p><i>(Section 28 Work Health & Safety Act 2012)</i></p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making 	
<ul style="list-style-type: none"> Communicate and Engage: demonstrates self-awareness and encourages open discussions and contributions from others 	
<ul style="list-style-type: none"> Create and Innovate: displays initiative and considers different ideas and perspectives 	
<ul style="list-style-type: none"> Safety Focussed: takes responsibility for own and team's health, well-being and self-care 	
Position Specific	
<ul style="list-style-type: none"> Demonstrated understanding of the values, purpose and management of public open space, parks and reserves, and their benefits to the community 	
<ul style="list-style-type: none"> Demonstrated ability to manage projects, diverse stakeholders and competing priorities 	
<ul style="list-style-type: none"> Sound knowledge of land use planning processes and legislation, and the strategic planning of public open space as relevant to the role (such as heritage, threatened species, fire management and the state planning scheme) 	
<ul style="list-style-type: none"> Excellent communication skills, including the development of strategy and policy documents, procedures, grant applications and project reports, stakeholder engagement and team collaboration 	
QUALIFICATIONS AND EXPERIENCE	
ESSENTIAL	
<ul style="list-style-type: none"> Three years' experience in parks planning or a similar field 	
<ul style="list-style-type: none"> Tertiary qualifications in a complementary field (<i>required for Grade 6 position classification</i>) 	
<ul style="list-style-type: none"> Knowledge of GIS systems and applications, and excellent computer skills 	
<ul style="list-style-type: none"> C-class driver's licence 	
HIGHLY REGARDED	
<ul style="list-style-type: none"> Certificate of horticulture, or similar qualifications and/or experience 	
<ul style="list-style-type: none"> Fire management training 	

REPORTING STRUCTURE	
Manager	Manager Parks and Sustainability
Team Leader	Team Leader Recreation and Parks
Direct Reports	Nil

KEY RELATIONSHIPS	
Internal	Nature of Relationships
Parks and Sustainability Team / Recreation and Parks team	Immediate team
Parks Services team	Regular contact is essential to building excellent relationships that support the delivery of strategic outcomes at the operational level
Project Design and Delivery Team	Collaboration around the preparation of development applications where City of Launceston and in particular, the Parks and Sustainability team are a customer

Infrastructure and Engineering Team	Collaboration around referrals of development applications and in the provision of advice to developers ahead of their lodgement of development applications
External	Nature of Relationships
Tasmanian and Australian Government agencies	Consultation and approvals - heritage, threatened species, land managers, fire management - regional planning In seeking and acquitting grants
Suppliers to the City of Launceston	Excellent relationships with suppliers are important to ensuring projects are delivered to expectations
Community	Establishing and maintaining professional and respectful relationships with site-based groups, committees and stakeholders

DELEGATIONS AND AUTHORISATIONS <i>(Local Government Act 1993 (Tas), By-Laws etc.)</i>	
Purchasing Approvals	Limit \$5,000

Confidentiality

Staff are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>This role calls for a mix of office-based work and visits to park and bushland sites in the municipality.</p> <p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> • Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism • Seeks feedback broadly and asks others for help with own development areas; and • Translates feedback into an opportunity to develop.



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