

# Position Description

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| <b>Position title:</b>     | <b>Team Leader Open Space and Recreation</b>                                                                                                                       |
| Position number:           | 154                                                                                                                                                                |
| Group:                     | Infrastructure and Natural Assets                                                                                                                                  |
| Reports to position title: | Manager Environment, Recreation and Facilities                                                                                                                     |
| Number of direct reports:  | <input type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input checked="" type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 + |
| Range or classification:   | 24 - 30                                                                                                                                                            |
| Approved:                  | August 2026                                                                                                                                                        |

## About the Group

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The Infrastructure and Natural Assets Group is responsible for leading and managing Council's infrastructure and natural asset programs to support a safe, sustainable and well serviced municipality. The Group oversees the planning, delivery and renewal of infrastructure assets, provides sustainable waste and stormwater management services, and plays a key role in protecting and enhancing the City's natural environment. Through responsible asset stewardship and forward planning, the Group ensures infrastructure and natural assets continue to meet community needs now and into the future.

## About the Role

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The Team Leader Open Space and Recreation leads the strategic planning, development and delivery of Council's parks, play spaces, sports precincts and open space network. The role implements the Open Space and Active Living frameworks, oversees the planning and delivery of recreation assets, and supports community wellbeing, equitable access to recreation, and the long-term stewardship of the city's passive and active open spaces.

# Duties and Responsibilities

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- Lead the development, review and implementation of strategic planning for Council's open space network, including regional parks, sports precincts, local reserves and urban forest outcomes.
- Coordinate long-term planning and delivery of active and passive recreation assets, including master planning, concept design, renewal programs and capital works.
- Work closely with the Works Manager Environment and Recreation to ensure effective asset management and maintenance planning for parks, play spaces, sports facilities, trees and landscaping.
- Manage recreation and open space projects, including project management, contract administration and compliance with Council's project management framework and technical standards.
- Provide specialist technical advice on open space planning, recreation infrastructure, universal design (DDA), safety standards and contemporary industry practice.
- Represent Council in regional and state partnerships relating to sport, recreation, open space planning and urban greening.
- Prepare technical reports, briefing papers and recommendations for internal stakeholders, executive management and elected members.
- Build collaborative relationships with internal teams, government agencies, sporting organisations, community groups and consultants to deliver integrated recreation and open space outcomes aligned with Council's strategic and operational planning.
- Lead the application of operational plans within the team by managing workflows, technical delivery and resources to ensure consistent, efficient and high-quality service outcomes in line with approved budgets, priorities and organisational requirements.
- Support governance, legislation and compliance and assurance by adhering to required frameworks, monitoring team performance, and completing reporting and assurance activities accurately and within agreed timeframes.
- Lead a strong safety culture by monitoring WHS practices, addressing hazards and incidents, and implementing controls to reduce ongoing risks within the team.
- Develop team capability and performance by fostering collaboration and engagement, implementing continuous improvement, and supporting team members to adapt effectively to evolving priorities and ways of working.
- Carry out other duties appropriate to skills and training.

# Selection Criteria

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## Essential

1. Tertiary qualifications in Planning, Landscape Architecture, Recreation Management, Sports Management or a related discipline, or equivalent relevant experience.
2. Demonstrated experience in strategic open space and recreation planning and management.
3. Sound knowledge of contemporary recreation planning, sports facility standards, universal design (DDA) and outdoor asset management.
4. Demonstrated experience managing capital works projects, including master planning, project delivery and contract administration.
5. Demonstrated experience leading and developing a multidisciplinary team to achieve strategic and operational outcomes.
6. High-level written and verbal communication skills, including the ability to provide technical advice and prepare reports and briefings for senior management and elected members.
7. Well-developed stakeholder engagement skills, with the ability to build collaborative relationships across government, community organisations and internal teams.
8. Strong organisational, financial and project management skills, including budget development, financial monitoring and the ability to manage competing priorities.

## Desirable

9. Knowledge of local government processes and relevant State and Commonwealth legislation.

# Authority and Delegations

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The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

# Pre-Employment Requirements

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## Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

## National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.