

## OPEN SPACE PLANNER

**JUNE 08**

# POSITION DESCRIPTION

**@leisure** (a division of Jeavons & Jeavons Pty Ltd) seeks an experienced Open Space Planner to join our team based in Ascot Vale, Melbourne. This office currently accommodates open space planning, sports planning and governance, and recreation planning teams.

The majority of clients for open space services are local and state government agencies as well as the land development industry.

### ■ ROLE

Our small, specialist firm seeks a suitably qualified and experienced planner to fill the following role:

- Prepare open space strategies
- Develop master plans and management plans
- Advise Councils on open space policy and revising planning schemes to include open space policy
- Prepare animal management plans/ dog off-leash area plans
- Undertake peer reviews of plans
- Make input into structure plans and new subdivision plans
- Prepare facility layout plans for sports facilities
- Devise classification systems and open space inventories
- Manage open space projects, to ensure deadlines & client needs are always met.
- Research and write reports on a wide range of open space related topics.
- Conduct open space assessments for development contributions plans, and panel hearings
- Undertake community consultation processes for open space planning project plans

### ■ REQUIREMENTS OF THE POSITION

The open space planner would be expected to:

- Manage a range of projects concurrently
- Take a project from tender submission stage to completion of the final report & presentation
- Attend occasional after hours community consultation meetings and undertake jobs in regional Victoria or interstate as required.
- Make presentation to councils and other clients on open space projects
- Prepare simple open space maps and plans to illustrate analysis and directions
- Conduct market research and community consultation programs (including developing questionnaires, conducting interviews and running community and stakeholder forums)
- Prepare tender submissions, job quotations & budgets for open space jobs, and assist in winning open space work.

### ■ SKILLS AND EXPERIENCE

#### ESSENTIAL

- a good knowledge of open space and recreation planning
- experience in conducting planning processes and preparing planning documents
- an ability to write clearly and concisely and experience in preparing large technical documents
- excellent customer service and project management skills
- ability to work closely and co-operatively with a small team to deliver projects on time and on budget
- experience in relevant mapping or graphic packages (eg map info, vector works, and adobe illustrator) is required.

The successful candidate must have well-developed skills in using Microsoft Word, Powerpoint and Excel.

The candidate must be comfortable in using style sheets and adapt to using standard company document templates.

The candidate should have knowledge of the local government sector, be personable, have well developed customer service and communication skills, and be able to deal with clients in a professional and friendly manner.

**Drivers License**

The applicant must have a current Victorian drivers license.

**DESIRABLE**

The applicant must be: able to take initiative, resourceful and work well in a small team.

The successful candidate will be an active participant in sport / recreation activities and have good networks in the field

Knowledge of Melbourne and the Victorian Planning Provisions and legislation will be an advantage.

Applicants who can demonstrate a commitment to the field, who have established networks within the industry, and who keep abreast of current issues and the literature will be at a distinct advantage.

■ **CHALLENGES OF THE POSITION**

- To produce highly presentable reports and products that are well grounded in theory, creative in their approach, practical to implement and highly regarded for their content.
- To develop ongoing relationships with local government, and to win repeat business
- To efficiently conduct work within time & budget constraints, and meet clients' increasing expectations, and moving targets.
- To seek continual improvement in the way that work is conducted and remain market focused and highly competitive.
- To develop a breadth of knowledge in the discipline as well as the wide range of skills necessary to survive in small business.

■ **QUALIFICATIONS**

Qualifications are in required in either urban or regional planning, environmental planning, landscape design, recreation planning, or similar.

■ **REMUNERATION**

Salary is negotiable depending on qualifications & experience.

■ **APPLICATIONS**

Written applications may be emailed to:

Email: [leisure@jeavons.com.au](mailto:leisure@jeavons.com.au)

The closing date for applications is FRIDAY JUNE 6 2008.