

# Expression of Interest

## GRADUATE PLANNER/CONSULTANT (SPORT, RECREATION AND COMMUNITY PLANNING)



### OVERVIEW

Otium Planning Group is planning to expand its Western Australian office, and are seeking Expressions of Interests from the industry to test the market before settling on the preferred positions. The two positions being considered are that of a Graduate Planner or Consultant.

The position is responsible for undertaking the strategic planning and project deliverables, as it relates to the planning for sport, recreation and community facilities. It includes the development of needs assessments, feasibility studies, facility design, management reviews, community infrastructure plans and strategies. The role requires advanced research, analytical and reporting writing skills, stakeholder and community engagement, and liaising with project partners.

A challenging aspect of the role is completing multiple projects within a dynamic environment that includes changing and competing priorities with tight timeframes.

Applicants must be able to demonstrate that they meet the capabilities listed within the position description, in their response to the criteria (essential and desirable), and are able to outline their skills and experience through their CV and covering letter. It is expected that interviews will follow once the preferred type of position is determined, and that applicants will be shortlisted from this Expressions of Interest process.

### COMPANY

Otium Planning Group is a highly regarded contemporary sport and leisure planning company with offices in Melbourne, Sydney, Brisbane, Cairns, Perth and New Zealand.

Our vision is to become the trusted advisor to our industry. We have an outstanding reputation and unique culture. We are playful, curious, engaging and naturally innovative individuals who combine to form a team of industry leaders with formidable experience and insight. We think deeply about the challenges we face in our sector and explore different and innovative solutions to these issues. We support our team, offering generous and flexible working arrangements, including work from home to deliver effective and trusted solutions for our clients.

Our services range from feasibility, planning and management of facilities to providing advice, research and development and community engagement across the spectrum of parks, sport, recreation, leisure and community facilities, programs and services.

Our clients include local government, state government, sport and recreation peak bodies, tertiary institutions, schools and private developers. Projects are undertaken across Australia, New Zealand and the Asia Pacific.

## Position Description - Graduate Planner/Consultant (Sport, Recreation and Community Planning)

### ROLE

We are looking for an enthusiastic Graduate Planner or Planning Consultant to help deliver excellent services to our clients. The essential duties of this role are outlined below.

#### **Functional Area Responsibilities**

- Undertake desktop project research, reviews of relevant documents and analysis of information.
- Assist with the development and implementation of online surveys, analysis and write up of results.
- Assist with setting up and coordinating project community engagement meetings, forums and stakeholder interviews.
- Prepare demographic reviews and reports.
- Undertake GIS and mapping tasks to support project analysis and planning.
- Assist with internal company market research reports and linking together data to assist with leisure and tourism planning trends, facility operational trends and survey and market research trends.
- Assist with company marketing and promotion.
- Assist with reviews of facility operations and development of financial and usage summaries.
- Assist with client communication and office contact via phone, email, and website and help respond to client enquires.
- Over time, develop skills and experience to conduct fieldwork research and consultation with clients and their communities.
- Assist with project bid submissions and presentations.
- Undertake relevant day to day office and project administration.
- Assist in the drafting of corporate documents, including letters, reports and memos.

#### **Planning, Strategic and Office Services Development**

- Participate as appropriate in corporate strategic planning processes and projects.
- Contribute to the development, implementation, and monitoring of relevant company planning services, strategies and reports.
- Attend and contribute to regular company consultant and staff meetings and provide advice in areas you are responsible for.
- Collect, analyse, and summarise relevant trends for the leisure and tourism industry (that can be used for various industry sectors).
- Monitor and keep summaries on relevant Local, State and Federal Government policies, strategies, funding programs and other relevant information and develop these as internal resources for staff and consultants to use on an ongoing basis.
- Attend seminars/conferences and trade days and develop summaries of key issues and circulate these to company staff and consultants.

#### **Corporate Responsibility**

- Actively participate and contribute to the company's ongoing planning and business development and delivery processes.
- Represent and promote the company professionally with a clear understanding of the corporate vision and relevant policies and strategies as required.
- Actively participate in reviewing and updating the company's management and information systems and present information on improvements and enhancements that will improve company services, efficiencies and image.
- Actively assist in continuous improvement of company services and processes.

#### **Judgement and Decision Making**

Problem-solving skills using guidelines, company policies and procedures, and professional technical knowledge and experience are required. Matters may be complex and require some creativity and originality.

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## THE PERSON

You will be well suited for this position if you:

- Have an alignment to our organisational vision - To become a trusted sport, leisure and community advisor to our industry.
- Your values align with our organisational values of:
  - Honesty & Integrity
  - Healthy People & Places
  - Equality & Respect
  - Quality & Reliability.
- Are self-motivated with the capacity to contribute and learn within a small team environment.
- Are committed in supporting industry and contributing to the community, while working to developing your skills and knowledge in an effort to improve, both professionally and personally.
- Have the willingness and ability to communicate confidently and effectively.
- Have an understanding and passion of planning for parks, sport and recreation.

Combined, these guide our decision-making, our behaviour; they sustain our culture, inform our business goals, underpin our recruitment, and are consistently applied internally and in all engagements with our clients.

## CAREER PATH

Otium Planning Group has an incentive-based career path model, and, as this is a graduate position, there is the opportunity for career progression subject to ongoing satisfactory performance.

## SKILLS AND QUALIFICATIONS

We are seeking a person with skills in the following areas:

### Essential

- University Degree or working towards a University Degree in relevant discipline such as Urban and Regional Planning, Sport and Recreation Management, Business or Commerce, or demonstrated experience in a similar position, as it relates to this role.
- Demonstrated knowledge, understanding and application of relevant legislation and regulations, industry issues and trends pertaining to the planning of public open space and community buildings, as it relates to the sport, recreation and community development industry.
- Excellent research, analytical and problem-solving skills with strong attention to detail in identifying trends, patterns and insights leading to defined outcomes.
- Independent decision-making capacity with the ability to think strategically and creatively within the framework of policies and procedures.
- Ability to plan, manage and prioritise multiple projects while meeting operational deadlines.
- Ability to work autonomously, as a member of a the Otium Planning Group team and project team.
- Demonstrated skills and understanding of stakeholder consultation and engagement practices as it relates to the planning for sports, recreation and community facilities.
- High-level communication skills (written and verbal) and presentation skills, with the ability to write and speak clearly to quickly communicate complex ideas in a way that is easy to understand.
- High level of competence using Office 365 software applications and other relevant software.
- Demonstrated knowledge and practical application of occupational health and safety measures in the workplace, including operations where interaction with members of the public may be reasonably expected to occur.
- C Class Drivers Licence.

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### Desirable

- Experience in the planning and development of sport, recreation and community related projects such as infrastructure plans, feasibility studies, master plans, policies and concept designs.
- Basic understanding or experience of:
  - Using Geographic Information Systems such as QGIS, Maptitude and Nearmap.
  - Reporting and data visualisation tools such as PowerBI.
  - Using design and graphics software such as Autocad and Indesign.Or willingness to learn coding as part of our sport and recreation analysis tool.

### SALARY

\$50,000 - \$85,000 excluding superannuation, negotiable and commensurate with experience and responsibilities.

### APPOINTMENT TERMS

The successful applicant will be required to complete a three-month probation period and, upon successful completion of this term, will be appointed full time permanent.

Due to the nature of the role, the successful candidate may be required to work outside of regular work hours, including weekends.

### LOCATION

The position will operate as required from our Perth office, located in Fremantle. Working from home arrangements may be negotiated in line with organisational policies and processes.

### APPLICATION PROCESS

Please submit your resume and an application letter addressing your experience, demonstrating how you meet the essential duties, skills and qualifications and personal requirements of the role addressed to Dave Lanfear, Director, by email to [admin@otiumplanning.com.au](mailto:admin@otiumplanning.com.au) by 5.00pm on Monday, 19 September 2022.

Applications will be shortlisted, and you will be advised to attend an interview if you have been successful with your application.

### FURTHER INFORMATION

Phone: 0477 708 891  
Email: [admin@otiumplanning.com.au](mailto:admin@otiumplanning.com.au)

Otium Planning Group is committed to diversity and equality within our workplace.