

# GRADUATE (SPORT, RECREATION AND PLANNING) Position Description



## 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.

## ROLE

We are looking for an enthusiastic Graduate Planner 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.

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- 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.

## THE PERSON

You will be well suited for this position if you have:

- Proficiency in Microsoft Office 365 environment and packages – especially Word, Excel and PowerPoint.
- Experience in using GIS and Mapping software.
- Good organisational skills.
- A strong understanding of planning for parks, sport and recreation.
- Self-motivation and the capacity to contribute to a small team environment.
- The ability to write quality reports.
- Strong verbal and written communication skills.
- The ability to communicate confidently and effectively.
- An alignment to our organisational vision.
- Well-developed critical thinking skills.

## 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**

- Tertiary qualifications in recreation, leisure studies or related field (e.g., Recreation Planning, Sports Management, Town Planning).
- Excellent research and analytical skills - the ability to identify trends, patterns and insights from data.
- Strong attention to detail.
- Ability to plan, manage and prioritise multiple projects while meeting operational deadlines.
- Ability to work independently as well as a member of a work team.
- Independent decision-making capacity with the ability to think strategically and creatively within the framework of policies and procedures.
- Presentation skills – ability to write and speak clearly to quickly communicate complex ideas in a way that is easy to understand.

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- Basic understanding of the sports and recreation industry.
- High-level communication skills, both written and oral.
- High level of competence using Office 365 software applications and other relevant software.
- Drivers Licence.

### Desirable

- Basic understanding of and experience using Geographic Information Systems such as QGIS, Maptitude and Nearmap.
- Basic understanding of reporting and data visualisation tools such as PowerBI.
- Experience using design and graphics software such as Autocad and Indesign.
- Basic understanding of, or willingness to learn coding as part of our sport and recreation analysis tool.
- Knowledge and understanding of the planning legislation and operation.

### EMPLOYMENT CONDITIONS

- In addition to 4 weeks of annual leave under the National Employment Standards, *OPG offers one additional leave day per annum to all employees.*
- You will be expected to work independently and to have a high degree of commitment to meeting project timelines and quality outcomes.
- Your work environment is flexible by agreement, and you will be expected to deliver project outcomes within the expected timeframes.
- Work in this industry may involve work out of hours and we provide unique opportunities for our team to travel and explore many destinations they may not have travelled to in the past.
- The company will provide a laptop and meet all operating costs.
- You will be required to supply your own vehicle and mobile phone and will be reimbursed for all company-related costs and travel (i.e., mobile phone up to \$50 per month, flights, travel, accommodation, meals, car hire etc).

### SALARY

\$50,000 - \$68,000 excluding superannuation, negotiable 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.

### LOCATION

The position will operate as required from our Melbourne office.

### APPLICATION PROCESS

Please submit your resume and an application letter addressing your experience, how you meet the essential duties, skills and qualifications and personal requirements of the role addressed to Kate Maddock, Managing Director, by email to [admin@otiumplanning.com.au](mailto:admin@otiumplanning.com.au) by 5.00 pm on Monday, 12 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: (03) 9698 7300  
Email: [admin@otiumplanning.com.au](mailto:admin@otiumplanning.com.au)

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