

RECREATION PROJECT OFFICER

Position Description



COMPANY

Otium Planning Group is a highly regarded contemporary sport and leisure planning company with bases 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 Recreation Project Officer to join our Western Australian team to help deliver excellent services to our clients. The essential duties of this role are outlined below.

Functional Area Responsibilities

- Support the team with:
 - Project proposals – prepare proposal templates and relevant documentation.
 - Project research – desktop reviews and analysis of relevant documents, literature and trends related to projects.
 - Benchmarking – assist in the benchmarking of sport, recreation and community facilities for related project.
 - Online surveys – develop, implement and analyse results of surveys.
 - Community and stakeholder engagement – attend and record minutes/notes from meetings, workshops and other project activities.
 - Demographic analysis – prepare demographic reports relating to projects.
- Over time, develop skills and experience to conduct fieldwork research, undertake consultation with clients/stakeholders, and prepare maps for projects.
- Undertake relevant day to day office and project administration, including preparation of project proposal templates and record keeping.

Planning, Strategic and Office Services Development

- Participate as appropriate in corporate strategic planning processes and projects.
- Attend and contribute to organisation meetings and provide advice in areas you are responsible for.

Corporate Responsibility

- Represent and promote the company professionally with a clear understanding of the corporate vision and relevant policies and strategies as required.
- Assist in continuous improvement of company services and processes.

Position Description – Recreation Project Officer

Judgement and Decision Making

- Problem-solving skills using guidelines, company policies and procedures, and professional technical knowledge and experience are required.

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.
- Good organisational and time management skills.
- An understanding of planning processes and in particular an interest in the planning for sport, recreation and community facilities.
- Self-motivation and the capacity to contribute to a small team environment.
- Strong verbal and written communication skills.
- The ability to communicate confidently and effectively.
- An alignment to our organisational vision.

CAREER PATH

Otium Planning Group has an incentive-based career path model, and, as this is an administration and research officer 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

- Demonstrated attention to detail with some administration experience.
- 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.
- Ability to think strategically and creatively within the framework of policies and procedures.
- Good communication skills – ability to write and speak clearly to quickly communicate complex ideas in a way that is easy to understand.
- Some understanding of facility planning or with a focus on the sport, recreation and community industry.
- A high level of competence using Office 365 software applications and other relevant software.

Desirable

- Qualifications – Certificate IV, Diploma or Bachelors in Sport and Recreation, Sport Development / Management, Business Administration, or a related field. Demonstrated work experience related to the role will also be strongly regarded in lieu of qualifications.
- Basic understanding of or willingness to learn Geographic Information Systems such as QGIS and Maptitude.
- Drivers Licence (C class).

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 – which covers internet, flights, travel, accommodation, meals, car hire etc).

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SALARY	\$55,000 - \$73,000 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 from our Fremantle Office location, with the potential to work from home on successful completion of the probation period.
APPLICATION PROCESS	<p>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 by 5.00pm on Tuesday, 14 March 2023.</p> <p>Applications will be shortlisted, and you will be advised to attend an interview if you have been successful with your application.</p>
FURTHER INFORMATION	<p>Phone: (03) 9046 2316 Email: admin@otiumplanning.com.au</p> <p>Otium Planning Group is committed to diversity and equality within our workplace.</p>