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PARK LANDS PLANNING SUPPORT OFFICER POSITION DESCRIPTION

Position Title:	Park Lands Planning Support Officer
Responsible To:	Team Leader, Park Lands Planning
Council Portfolio:	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 4

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that lead, shape and enable a creative, dynamic, resilient and diverse city both now and into the future.

Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well designed, planned and developed City, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Key Relationships / Interactions

Internal	Staff members across the Park Lands, Policy & Sustainability Program Kadaltilla / Adelaide Park Lands Authority Advisor City of Adelaide (CoA) staff members across all Portfolios, Programs and Corporate Teams
External	State Government agencies including the Department for Environment and Water (DEW), the Department for Transport and Infrastructure (DIT), the Office for Design and Architecture SA (ODASA) and Green Adelaide Kadaltilla / Adelaide Park Lands Authority (Kadaltilla) Conservation and environmental peak bodies, including the Conservation Council of South Australia Educational institutions, including schools Industry peak bodies Local government sector (particularly local government areas adjoining the Park Lands). Community and Park Lands users

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Primary Purpose

As part of the Park Lands, Policy & Sustainability Program the Park Lands Planning Support Officer will provide a full range of administrative and project supports to the Park Lands Planning Team and the Kadaltilla / Adelaide Park Lands Authority Advisor.

The position will support the delivery of the Park Lands Planning Team's priorities including implementation of the Adelaide Park Lands Management Strategy – Towards 2036; Integrated Climate Strategy 2030, and projects aligned to Council's Strategic Plan 2024-2028 and Kadaltilla's Strategic Plan 2023-2028.

Responsibilities

The Park Lands Planning Support Officer is responsible for;

- Providing timely and efficient administrative services, including support during meetings, workshops, seminars and related forums.
- Support team projects and initiatives, including data collection, tracking, and reporting.
- Supporting the development of policy, projects and resources for the Park Lands Planning Team.
- Coordinating Program reporting obligations including Council decisions and motions on notice reporting as well as Strategic Plan and strategy reporting requirements.
- Supporting the development and implementation of marketing and communications resources and processes.
- Identify and develop funding opportunities, prepare and submit grant applications, and coordinate the full grant lifecycle, including reporting and acquittal.
- Contribute to the development of administrative systems and processes to improve efficiency and effectiveness.
- Assisting with procurement, requisitions and contract management including invoicing.
- Providing a high level of customer service to both internal and external customers
- Assist with the preparation, editing, and maintenance of online content, including social media, websites, internal web portals and SharePoint pages.
- Maintaining and updating Kadaltilla's website, internal web portal and SharePoint page to ensure accurate, accessible, and engaging content.
- Administering financial and logistical tasks, including invoice processing, sitting fee coordination, and event support.
- Assisting with the planning and execution of site visits and events, including stakeholder liaison and logistics coordination.

Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the City of Adelaide Code of Conduct.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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Position Criteria

Qualifications	A tertiary qualification in Business Administration, Office Administration, Public Policy, Open Space Planning, Environmental or Park Management or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
Financial Skills & Acumen	Ability to monitor budgets for the delivery of programs and contracts Experience managing financial and logistical tasks, including invoice processing, sitting fee coordination, and event support.	Essential
Technical Knowledge & Experience	Knowledge and understanding of the role and value of parks and open space for the community. Understanding of, and experience in, contemporary engagement techniques/processes.	Essential
Project Management	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.	Essential
Innovation & Initiative	Ability to develop creative solutions and achieve innovative outcomes that enhance the delivery of the CoA's goals and team priorities.	Essential
Resource Management & Decision Making	Ability to work collaboratively within a team and support multiple priorities. Demonstrated high levels of initiative, accountability, organisational and time management skills and ability to work in a team environment	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely and reliable information. Experience in stakeholder engagement and customer service.	Essential
Collaboration & Communication	Well-developed team-work skills and the ability to build positive working relationships within the team, Program and across the organisation. A high level of written and verbal communication skills, including report writing and editing, content creation, and customer responses. Ability to work collaboratively within a team and support multiple priorities.	Essential
Administrative Skills	Proven administrative and organisational skills, with attention to detail. High degree of information technology, organisational and time management skills An understanding of practices, procedures and outcomes required from a records management system.	Essential

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	Experience managing social media or digital content including content management systems. Experience in managing sensitive and confidential information.	
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

The below table summarises the physical demands of this role.

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.