

Position Description

Manager Community Spaces

Directorate	Planning and Environment
Business Unit	Community Spaces
Location	Council Administration Building, Yass
Award Band	Professional/Specialist Band 3, Level 4
Salary Grade	23
Position Number	351006
Date position description approved	December 2025

Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Planning & Environment Directorate comprises of Building Certification, Planning Strategy & Development, Environment & Regulatory Services and Community Spaces. The role of Manager Community Spaces is located within the Community Spaces business unit.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

The Manager Community Spaces plays a key role in preserving and enhancing Yass Valley's parks, gardens, recreational spaces, aquatic and sports facilities, and cemeteries. The primary purpose of this role is to lead and deliver high performance culture which ensures that our community spaces are a feature of our towns, villages, and our community enjoys vibrant recreational spaces.

The Manager is also required to lead the planning, delivery and maintenance of Council's community spaces including parks, gardens, recreational facilities, aquatic centres and urban tree assets. This role ensures strategic alignment with Council's goals and delivers high-quality public spaces that enhance community wellbeing.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Apply asset management and risk principles to guide decision-making. Coordinate the delivery of operation, maintenance and capital works programs for council's public spaces assets including parks and open spaces, sporting and aquatic assets, cemeteries and maintenance activities of Council owned buildings and facilities.
- Engage with community stakeholders and ensure high levels of customer service, contributing to a culture where staff and stakeholders are confident in the way services are delivered.
- Lead recreational projects and capital works aligned with Council priorities. Provide input into the preparation of Council's capital works program and financial budgets.
- Facilitate the delivery of projects ensuring these are delivered successfully in terms of quality, cost, and time.
- Coordinate and implement efficient and effective improvement processes for community spaces e.g. quality management, performance management, program evaluation, service delivery reviews, best practice and benchmarking approaches. compliance, safety and service delivery.
- Manage the development and implementation of policies, strategies and operational guidelines that are consistent with relevant legislation and industry guidelines.
- Develop and implement strategic plans for recreational assets and community spaces.
- Models' leadership behaviours which align to Council's values and contribute to a culture of excellence,

The Director may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training. teamwork, and professional development.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council’s policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- Balancing community expectations with available resources and budget constraints.
- Ensuring compliance with regulatory and safety standards across diverse assets.
- Managing a broad portfolio of community spaces with varying operational needs.
- Fostering collaboration across departments and with external stakeholders.

Key Internal Relationships

Who	Why
Direct Reports	<ul style="list-style-type: none">• Oversee and coordinate day-to-day tasks and long-term projects• Guide, support and mentor
Director Planning and Environment	Provide technical advice and support
Planning Strategy Team	Provide advice and support on related matters

Key External Relationships

Who	Why
External customers e.g. developers, applicants, other professionals, community	<ul style="list-style-type: none">• Manage expectations and resolve issues• Provide advice in a professional and timely manner

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council’s strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Director Planning and Environment

Direct reports

- Support Officer – Community Spaces (1)
- Senior Recreational Strategy and Projects (1)
- Tree Management Officer (1)
- Coordinator, Community Recreation (1)

Indirect reports

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Budget (operating and capital expenditure)

TBC

Essential Requirements

- Bachelor level qualifications in a relevant field (e.g. Recreation, Landscape Architecture, Horticulture, Project Management, Engineering).
- Minimum five years' experience in public works, infrastructure or community asset management.
- Excellent communication skills and ability to prepare clear and concise reports and relay information at all levels.
- Demonstrated skills and experience in leadership and management of a department, including motivating and building effective teams, budget development and administration and development of operational and strategic plans.
- Experience in project and contract management, WHS, and maintenance planning.
- Current Class C Driver's Licence.

Desirable Requirements

- An understanding of the Local Government environment.
- Highly developed analytical and research skills to analyse organisational environments and provide accurate and innovative responses and solutions.

Approval History

Stage	Date	Comment	MagiQ Reference
New Position	9 December 2025	Organisation Restructure	

Ownership and Approval

Responsibility	Role
Author	Director Planning & Environment
Approver	Director Planning & Environment