

Position Description

Supervisor (Open Spaces)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2017

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 3
Position limit within salary system: (20 Grade structure)	Grade 13 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Open Spaces & Facilities
Team:	Open Spaces
Work base:	Rushforth Road Works Depot or Maclean (as appropriate to the position)
Position responsible to:	Open Spaces Coordinator
Level of support and supervision:	High
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Opens Spaces field staff (20-25)
Internal contacts:	Extensive across all sections of Works and Civil Directorate. High across all other Directorates of Council.
External contacts:	Local Government and State Government authorities, consultants, contractors, community and sporting groups and management committees.

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent walking on uneven ground and up and down slopes

Frequent use of computer keyboard

Frequent driving

Purpose of the position

To plan and implement the efficient and effective operations and maintenance of Council's open space, parks and reserves in accordance with policies, procedures, strategies, plans and regulatory requirements within approved budgets.

To plan and implement capital works projects within the area of responsibility on time and within budget.

Lead the work teams reporting to the position to ensure the delivery and maintenance of open spaces services and facilities.

Major duties and responsibilities

Manage and lead the staff reporting to the position (including resolution of conflict/performance management issues and ensuring the availability of on the job training and development).

Develop and implement overarching plans for the operations and maintenance of Council's open space, parks and reserves to meet Council's adopted service levels within approved budgets.

Develop and implement work plans for staff reporting to the position to undertake operations and maintenance works of Council's open spaces, parks and reserves.

Adequately allocate resources (staff and equipment) to undertake operations and maintenance works of Council's open space, parks and reserves.

Liaise with the Open Spaces management team to implement change and introduce best practice work methodologies

Coordinate between Open Spaces and Facilities supervisors and Council staff generally, to ensure effective utilisation of resources (staff and equipment).

Critically evaluate the operations and maintenance activities of Council's open spaces, parks and reserves to provide information and recommendations to the Open Spaces Coordinator to enable the continued improvement and efficiency gains.

Coordinate the collection of data and information for the management of Council's open space, parks and reserves facilities and assets to assist in planning, reporting and the management of risk.

Project Manage identified capital works including planning, procurement and delivery of projects and contracts on time and within budget.

Assist the Open Spaces Coordinator in the efficient and effective overall supervision and coordination of the Council's open spaces, parks and reserves facilities and assets.

Assist the Open Spaces Coordinator in the development of policy, procedures, strategies, plans, Council reports, and budgets (capital works, and operations and maintenance works) for Council's open spaces, parks and reserves facilities and assets.

Major duties and responsibilities

Provide budgetary and technical advice to the Open Spaces Coordinator in relation to the operations and maintenance of Council's open space, parks and reserves.

Coordinate the development and implementation of sustainability principles, policies and procedures, to improve the delivery of Council's open spaces, parks and reserves operations and maintenance works.

Implement, monitor and respond to Council's customer request management and electronic records management systems in accordance with Council adopted policies.

Liaise and consult with external bodies, stakeholders, contractors and other areas of Council.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications in Horticulture, Arboriculture, Turf Management, Parks or Recreation; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in the supervision and management of staff, with the ability to effectively manage dispersed teams and to resolve conflict

Demonstrated experience in the planning and implementation of open spaces, parks and reserves operations and maintenance works

Demonstrated experience in budget preparation and management

Position related skills

Well developed computer literacy, including basic proficiency in Microsoft Word, Excel, Outlook and internet browsers and an understanding of financial and project management programs

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded

Education and knowledge

Post graduate qualifications Project Management

Licences/tickets, clearances, membership

Desirable selection criteria

Eligible for membership of a professional body (e.g. Parks and Leisure Australia)

Experience

Demonstrated experience in project management

Position related skills

Advanced knowledge of horticultural, sportsgrounds, arboriculture and related open spaces management activities

Other features of this position may include

To be available to work and attend meetings or requests outside normal working hours

After hours call back

Will be required to work from other areas throughout the Council area on a regular basis

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee