

Leading Hand Landscape

Reports to	Team Leader Landscape	Key Relationships	Team Leader Landscape, Landscape team staff members, Parks Team Leaders, Coordinator Parks, Manager City Amenity, Parks staff, Contractors and relevant stakeholders.
Classification	5		
Position number	552126		
What will you do?		Who are you?	
<p>Service Outcomes</p> <ul style="list-style-type: none"> Supervise the delivery of landscape services to the Manningham community. Lead by example in the field by working with and supervising the landscape staff to build a highly motivated and passionate team. Provide input into the development of contract specifications and parks maintenance programs. Assist in the development of landscaping rounds and implement in the field to achieve high level results. Supervise contractors to deliver programs on time with quality results. <p>Systems and process</p> <ul style="list-style-type: none"> Implement efficient and effective works programs. Prioritise safety by identifying improvements and implementing established procedures. Assist in the creation and monitor works programs for Landscape teams and contractors. <p>People</p> <ul style="list-style-type: none"> Be a leader for your team and promote trust, accountability and collaboration. Develop others to achieve their best. Lead by example in the field to foster a motivated, hardworking and highly technical team. A strong customer focus and excellent communication skills. 		<ul style="list-style-type: none"> Experienced horticulturist with knowledge and skills relevant to landscape maintenance with the ability to use these attributes in the field. Experience supervising staff and contractors and an understanding of the required plant and materials to effectively and efficiently achieve the key responsibilities and requirements of this position. A history in the management of landscape projects and organising the resources to complete the job effectively. Have good oral and written communication skills including the ability to understand and maintain accurate records. Possess the ability to communicate effectively and liaise with council staff, contractors, park users, residents and the general public. Demonstrated knowledge and experience in the operation of plant and equipment used in landscape and parks maintenance. A strong customer focus and an excellent communicator. <p>What do we expect?</p> <ul style="list-style-type: none"> Model and lead our values. Be dedicated to delivering a consistent, connected and customer focused service. Be committed to maintaining a safe and healthy workplace. Act consistently with our Employee Code of Conduct. Be flexible and responsive and prepared to step up in times of need. 	

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What are your key responsibilities?

Service Delivery	<ul style="list-style-type: none"> • Carry out supervision of the maintenance of parks and landscaped areas in accordance with the City Amenity Service unit plan and required specifications. • Assist the Team Leader with the planning and supervision of landscape programs across the municipality. • Assist with the management of the Council nursery and production and distribution of native and exotic plants. • Operate plant and equipment including hedge trimmers, brush cutters, blowers, augers, chainsaws, spray units and other related plant, tools and equipment to ensure that horticultural maintenance activities are conducted in an effective, efficient and safe manner. • Identify and report potential hazards in parks, reserves and open space, and assist in repairing and making safe. • Supervise landscape contractors in the field. •
Systems and Processes	<ul style="list-style-type: none"> • Assist in the creation and logging of maintenance records for cyclic Landscape programs completed by internal staff and contractors. • Ensure contractors and Council staff carry out work in a safe and proper manner in accordance with Occupational Health and Safety requirements. • Provide input into the development of contract specifications and parks maintenance programs. • Undertake audits and assessments to ensure completed landscape works are to specification and high quality. • Assist with the development and implementation of an infield device scheduled works programs. • Ensure all pre-start checks and Safe Work Method Statements are adhered to.
People	<ul style="list-style-type: none"> • Resident and stakeholder liaison in the field and by phone, letter and email. • To assist with educating staff and organising plant, equipment and materials to ensure that position objectives can be met. • To ensure that all customer service requests are completed within the allotted time frames, and that reports accurately reflect work carried out. • Supervise and work with Arboriculture staff and contractors in the field.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Accountable for providing support and advice for services in relation to Landscape activities and functions in accordance with Manningham Council policy and procedures • Authority to provide general advice and guidance to internal and external stakeholders in accordance with established procedures and practices • Required to supervise staff and contractors for the effective implementation of landscape services across the municipality, including use and maintenance of all tools and equipment <p>Freedom to act is governed by clear objectives and/or budgets, frequent consultation and regular reporting is required</p>
Judgement and decision making	<ul style="list-style-type: none"> • Ability resolve issues through the application of professional experience and knowledge to find solutions for issues and provide recommendations. • Decisions relating to day to day landscape and parks maintenance activities. • Organise work flow to achieve performance criteria required within the Parks and Recreation Service Unit Plan and specification. Prioritisation of staff resources and equipment on a day to day basis.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Sound landscape and horticulture knowledge and skills relevant to landscape and parks maintenance, and the ability to use these attributes in the field. • Proven ability to communicate and manage staff and contractors in a horticultural environment. • Experience in the planning, preparation and completion of landscape projects to a high level. • Setting up of plant and equipment, and scheduling of associated works to achieve high quality landscapes and park maintenance outcomes. • Familiar with basic budgeting techniques.
Management skills	<ul style="list-style-type: none"> • Ability to manage time, plan and organise work to be completed within required timeframes. • The ability to supervise staff and contractors and organise plant and materials to effectively and efficiently achieve the key responsibilities and requirements of this position. • Self-motivated with the ability to set priorities, plan and co-ordinate works to achieve unit goals and objectives. • Adopt safe working practices and take corrective action where required

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Interpersonal skills	<ul style="list-style-type: none"> • Good oral and written communication skills including the ability to understand and maintain records for management systems and reporting purposes. • The ability to communicate effectively and build relationships with Council staff, contractors, park users, residents, road users and the general public. • The ability to lead, work and contribute in both a team environment and independently. • Strong customer service skills.
Qualifications and experience	<ul style="list-style-type: none"> • A tertiary qualification in Horticulture with some experience or a lesser qualification with work skills and relevant experience in Landscape and parks maintenance. • Experience in Microsoft suite and the use of field based technology. • Demonstrated knowledge and experience in the operation of plant and equipment used in landscape and parks maintenance. •
Mandatory requirements	<ul style="list-style-type: none"> • A tertiary qualification in Horticulture and demonstrated experience in Landscape and parks maintenance. • Current Victorian Drivers Licence (Medium Rigid highly desirable).