



## Position Description Parks & Gardens Horticulture & Landscape Coordinator

*Quality Nature - Quality Heritage - Quality Lifestyle*

<b>Division:</b>	Office of the Chief Corporate Officer
<b>Section:</b>	Open Spaces, Regulatory & Utilities
<b>Position Identifier:</b>	PGHLC/V2
<b>Classification:</b>	Grade 15
<b>Vehicle</b>	A suitably equipped vehicle is supplied to carry out required duties.
<b>Industrial Instrument:</b>	Local Government (State) Award
<b>Location:</b>	Council Depot, Riley Street, and Administration Building, 247 Rouse Street, Tenterfield
<b>Date position description approved</b>	25 January 2021

### Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

### Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

## **Primary purpose of the position**

To coordinate the establishment, maintenance and care of Councils parks, gardens, sportsgrounds and other related land/streetscapes that ensures strong visual, attractive and quality impact and generates positive responses from the Shire community, residents and visitors.

## **Key accountabilities**

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

- Manage and coordinate the delivery of parks operational works within predetermined timeframes, quality and targets.
- Management of Parks operational works, along with any contract works within the Shires sports fields, parks, gardens and streetscapes.
- Effectively and efficiently manage the budgets within the Parks & Gardens team, including assistance in the preparation of annual budgets with the Manager, accurate and timely reporting of budget performance.
- Provide technical, financial and operational support to the Manager especially regarding the development of quality assurance, performance, budget control, reporting and Work Health and Safety processes and systems.
- Assist in the development and implementation of operational business plans that support Council's corporate and management plans.
- Select appropriate plant varieties suitable for the Shire, which provide visual appeal, ease of attractive establishment and maintenance and that provide suitable sourcing and supply opportunities.
- Monitor and review performance of the Parks & Gardens team against set targets and objectives, scheduling/programming of works, communication of outcomes and implementation of corrective actions when required.
- Lead, mentor and develop employees using performance management and development processes annually through Council's performance reviews process that provides an overall context and framework to encourage employee contribution which includes goal setting, feedback and performance development planning.
- Implement work systems, procedures and policies that enable and encourage the optimum performance and development of staff and stakeholders within Council.
- Assist in tree maintenance and general arboriculture duties, arrange attractive floral/colour displays and landscaping.
- Support the Parks & Gardens Committee, liaison with community with regards to garden enquiries and support.

- Provide construction and maintenance detailed drawings in cad format when required.
- Develop township and village strategies to support existing and desired levels of service, including inspections of all assets supporting the service levels.
- Ongoing Tree Management in accordance with the Tree Management Plan in the Tenterfield Shire/Villages.

### **Key challenges**

To meet community expectations with respect to the landscaping and care of open spaces, parks and gardens.

### **Key internal relationships**

Who	Why
Manager Open Space, Regulatory and Utilities, Parks & Gardens Operative (Maintenance) staff, Administration Officer, works staff.	Job performance & service delivery

### **Key external relationships**

Who	Why
Ratepayers, General Public Horticultural Specialists, Nurseries, Suppliers, regulators, Community/sporting groups	Job Performance & service delivery

### **Key dimensions**

#### **Decision making**

Plant Selection, Design decisions, purchasing. In line with delegations.

#### **Reports to**

Manager Open Space, Regulatory and Utilities

#### **Direct reports**

Seven (7)

#### **Essential requirements**






Degree/Diploma in Horticulture, Landscaping Experience and Design

#### **Capabilities for the role**

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the

workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Is committed to safe work practices and manages work health and safety risks</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b> Community and Customer Focus	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>• Promotes a culture of quality customer service</li> <li>• Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>• Ensures that the customer is at the heart of business process design</li> <li>• Makes improvements to management systems, processes and practices to improve service delivery</li> <li>• Works towards social, environmental and economic sustainability in the community/region</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>Ensures business plans and priorities are in line with organisational objectives</li> <li>Uses historical context to inform business plans and mitigate risks</li> <li>Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>Implements systems for monitoring and evaluating effective program and project management</li> </ul>
<b>Results</b> Create and Innovate	Advanced	<ul style="list-style-type: none"> <li>Encourages independent thinking and new ideas from others</li> <li>Draws on developments and trends in the industry and beyond to develop solutions</li> <li>Supports experimentation and rapid prototyping to test and refine innovative solutions</li> <li>Develops/champions innovative solutions with long standing, organisation-wide impact</li> <li>Explores creative alternatives to improve management systems, processes and practices</li> <li>Contributes own knowledge and experience to staff training and development sessions</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>Sets high standards and challenging goals for self and others</li> <li>Delegates responsibility appropriately and provides support</li> <li>Defines what success looks like in measurable terms</li> <li>Uses own professional knowledge and the expertise of others to drive results</li> <li>Implements and oversees quality assurance practices</li> </ul>
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>Contributes quality information about council and community assets to asset registers</li> <li>Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>Is aware of asset management risks and actions to manage and mitigate these</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Workforce Leadership</b> Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> <li>• Translates organisational vision and strategy into operational goals to help staff understand their own contribution</li> <li>• Builds a shared sense of purpose through involving people in defining priorities and cascading goals</li> <li>• Regularly communicates progress against business unit and organisational goals</li> <li>• Creates opportunities for recognising and celebrating high performance at the individual and team level</li> </ul>
<b>Workforce Leadership</b> Optimise Workforce Contribution	Adept	<ul style="list-style-type: none"> <li>• Develops team / project plans that take into consideration individual capabilities, strengths and preferences</li> <li>• Identifies opportunities for stretch assignments to help grow the capabilities and experience of staff</li> <li>• Plans and monitors team resource allocation in line with organisational priorities</li> <li>• Makes informed contributions to workforce planning and resource allocation processes</li> <li>• Makes good recruitment decisions based on the capabilities, knowledge and experience required in the role</li> </ul>

## Supplementary Information

### Selection Criteria

**(Applicant must address all selection criteria)**

#### **Essential:**

1. Tertiary qualifications in Horticulture, Open spaces, Landscaping, preferably at Degree level with a minimum of Certificate IV/Diploma in Horticulture.
2. Extensive and demonstrated job related experience in the area of Open spaces, horticulture, nursery management or similar industry.
3. Demonstrated experience in asset and project management, team leadership, work scheduling, planning and finance/budgets.
4. High level of computer literacy with the ability to use databases, spreadsheets and word-processing applications.
5. Sound time management and organisational skills, ability to achieve results.
6. Demonstrated supervisory experience, directing and guiding staff to business objectives and targets effectively and efficiently.
7. Demonstrated written and oral communication and public relations skills, with achievement of successful results.
8. Possess a Class C Driver's license.
9. Personal drive and integrity.

10. Demonstrated Workplace Health & Safety and risk management skills.
11. Ability to work flexible hours.
12. Sufficiently physically fit to work outdoors and complete any necessary rescue procedure.
13. Be an Australian Citizen or have the right to work in Australia.

**Desirable:**

1. AQF Level 5 Arborist qualification.
2. Record of completed landscaping projects.
3. LR or MR Driver's License.
4. Chemcert Certificate and Construction Induction (White) Card.
5. Design/drawing skills, ability to set levels.

**General Information**

**Classification:**

The Local Government (State) Award and Tenterfield Shire Council Salary System Grade 15, plus a 9.5% contribution to superannuation.

**Hours of work:**

Full time position - Council operates a nine (9) day fortnight system of seventy-six (76) working hours, with fortnightly pays. Work Hours are generally 7:15am to 4:30pm Monday to Thursday inclusive and 7:15am to 4:00pm on Fridays with every second Friday being a Rostered Day Off (RDO).

Some variation in work hours will be required, depending on work status and emergency call-outs, including overtime requirements and variation to RDO's.

**Leave entitlements:**

These entitlements are in accordance with The NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

**Criminal Record Check:**

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

**Working With Children Check:**

It is an offence for an employer to employ a Prohibited Person. The successful applicant will be required to undergo a Working with Children Check prior to the appointment of this position.

**Medical examination:**

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

**Performance Evaluation:**

Performance evaluation will be in accordance with Council policy. The system involves annual performance reviews based upon agreed criteria to be determined by the Manager within three to six months of appointment.



**WHS Responsibilities:**

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

**Equal Employment Opportunity:**

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

**Smoke – Free Workplace:**

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

**Learning and Development:**

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

**Code of Conduct and Council Policies, Protocols and Procedures:**

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

**Council Uniform:**

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

**Physical:**

The incumbent must be physically able to carry out administrative tasks in an ergonomically safe and healthy manner.

**Job Description:**

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.