

Team Leader Water and Play Areas

Department	Open Space
Division	City Assets
Location	Five Dock Depot
Classification/Grade/Band	Grade 8
Position Code	TBC
Date position description approved	January 2024

Council overview

The City of Canada Bay is a vibrant and diverse city in the heart of Sydney's inner west. With many parks and reserves, and surrounded by river foreshore, we are only 6 kilometres from the Sydney CBD.

Primary purpose of the position

The Team Leader Water and Play Areas is responsible for leading and supervising outdoor staff within the Open Space Business Unit of the City of Canada Bay. This role plays a critical role in managing water, play and dog off leash related operations, ensuring the effective maintenance and enhancement of water re-use schemes, water features and irrigation infrastructure across the municipality's open spaces.

Key accountabilities

Within the area of responsibility, this role will:

- Lead and manage a team of outdoor staff.
- Plan and schedule water re-use and irrigation related maintenance tasks.
- Oversee the operation and maintenance of water re-use schemes, water features, irrigation systems, and field drainage.
- Coordinate and conduct safety inspection of Playgrounds, exercise equipment and dog off-leash areas.
- Coordinate repairs to playground equipment and surfacing
- Manage the preparation and maintenance of parks to required standards e.g. Operate plant, equipment and tools required for park & garden maintenance.
- Ensure compliance with relevant health and safety regulations.
- Coordinate inspections of park facilities (BBQs, lifesaving buoys, signage etc)
- Collaborate with other teams and stakeholders.
- Provide technical guidance and support to the team.

- Monitor and report on the performance of water-related assets.
- Allocate resources and manage budgets for water operations.
- Contribute to water management strategies.
- Participate in the development of open space plans.

Key challenges

- Balancing workloads and priorities within the team.
- Managing resources effectively.
- Attending to safety matters in parks promptly
- Addressing issues related to water conservation and sustainability.
- Responding to changing weather conditions and environmental factors.
- Ensuring compliance with water quality and safety standards.

Key internal relationships

Who	Why
Manager	The Manager sets the works program for team and will work with the team to develop growth opportunities and to deliver results by communicating job expectations, planning, and monitoring
Coordinator	The coordinator of the team is the direct supervisor of the position and provides support by reviewing reports and providing feedback and advice on matters.
Other Departments	Engagement with Staff (teams) within other sections as necessary to ensure that all relevant matters are considered when making decisions.

Key external relationships

Who	Why
Contractors/ State Agencies	Many matters require the input and/or endorsement of State Agencies.
Residents	Residents are impacted by recommendations and decisions and it is important for communication to be respectful.

Key dimensions

Decision making	<ul style="list-style-type: none"> • Prioritising maintenance tasks and projects. • Allocating resources for water-related operations. • Collaborating on water conservation strategies. • Identifying safety hazards at parks (including playgrounds and BBQs) and actioning accordingly • Identifying training needs for the team.

Reports to	Coordinator Parks & Water Operations
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Direct reports	Labourer Water and Play Areas
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Financial Delegation	Per Delegations Register
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Essential requirements

Qualifications & Experience

- Certificate III or higher in Horticulture or 3 years equivalent experience, Water Operations, or related field.
 - Playground Inspection level 1 or 2
 - Experience in leading and supervising outdoor staff.
 - Knowledge of water-related infrastructure and systems.
 - Understanding of water re-use system and irrigation principles.
 - Knowledge of playground standards and inspection criteria
 - Strong communication and interpersonal skills.
 - Ability to manage budgets and allocate resources.
 - Proficiency in health and safety regulations.
 - Problem-solving and decision-making abilities.
 - Basic computer skills for reporting and documentation.
 - Current Class "C" Drivers Licence
 - Workcover accredited Construction Induction (White) Card
 - Traffic Control Certificate – Traffic Controller and Implement Traffic Control Plans (1&2)
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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 overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self Shows drive and motivation, an awareness of strengths and weaknesses, and is committed to learning	Intermediate
	Display Resilience and Adaptability Expresses own views, perseveres through challenges, and is flexible and willing to change	Intermediate
	Act with Integrity Is honest, ethical and professional, and prepared to speak up for what is right	Adept
	Demonstrate Accountability Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy	Intermediate
 Relationships	Communicate and Engage Communicates clearly and respectfully, listens, and encourages input from others	Intermediate
	Community and Customer Focus Commits to delivering customer and community focused services in line with strategic objectives	Adept
	Work Collaboratively Is respectful, inclusive and a reliable team member, collaborates with others, and values diversity	Intermediate
	Influence and Negotiate Persuades and gains commitment from others, and resolves issues and conflicts	Intermediate
 Results	Plan and Prioritise Plans and organises work in line with organisational goals, and adjusts to changing priorities	Intermediate
	Think and Solve Problems Thinks, analyses and considers the broader context to develop practical solutions	Intermediate
	Create and Innovate Encourages and suggests new ideas and shows commitment to improving services and ways of working	Adept
	Deliver Results Achieves results through efficient use of resources and a commitment to quality outcomes	Intermediate
 Resources	Finance Is a responsible custodian of Council funds and applies processes in line with legislation and policy	Adept
	Assets and Tools Uses, allocates and maintains work tools appropriately and manages community assets responsibly	Advanced
	Technology and Information Uses technology and information to maximise efficiency and effectiveness	Adept
	Procurement and Contracts Understands and applies procurement processes to ensure effective purchasing and contract performance	Intermediate
 Workforce Leadership	Manage and Develop People Engages and motivates staff, develops capability and potential in others	Intermediate
	Inspire Direction and Purpose Communicates organisational goals, priorities and vision and recognises achievements	Adept
	Optimise Workforce Contribution Hires and deploys people effectively and applies sound workforce planning principles	Adept
	Lead and Manage Change Initiates, supports and champions change, assists others to accept and engage with change	Intermediate

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- Taking reasonable care for his/her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- Reporting all incidents, hazards and near misses to their direct supervisor.
- Actively participating in injury management and rehabilitation programs.
- Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- Attending all specified training and induction courses.
- Contributing to workplace practice and procedure reviews.
- Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- Participating in workplace inspections.
- Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- Providing advice to the Manager on WHS issues.
- Organise prompt provision of first aid or medical attention for injured workers when required.
- Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- Providing alternative duties/employment for injured workers as an integral part of the return to work process.

- Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- Including safety training and equipment in budgets.
- Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- Ensuring all workers have attended relevant induction and essential safety courses.
- Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- Maintaining awareness of legislation which regulates activities you are responsible for.
- Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- Ensuring workers are supervised by a competent person.
- Ensuring amenities are maintained in a safe and healthy condition at all times.

1.3. Manager

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- Advising the Executive of WHS issues.
- Organise prompt provision of first aid or medical attention for injured workers when required.
- Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- The inclusion of health and safety requirements, including safety training and equipment in budgets.
- Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- Performing on the job inspections to ensure compliance with working procedures for safe working practices.

- Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- Effective procedures are in place, and are implemented, to identify hazards.
- All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBUs undertaking the work activity.
- Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- Appropriate amenities are available for all workers and PCBUs whilst they are in the workplace.
- That documents used in relation to the WHS Risk Management System are retained in a secure environment.

2. Workplace Behaviour Standards and Expectations

2.1. Employees' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- Embracing diversity and supporting inclusive workplaces
- Recognising different styles and perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

2.2. Child Safe Organisation

- The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

Value	Value Statements
We act with integrity	<p>We are accountable to ourselves and our community.</p> <p>We are honest, fair and ethical in all we do.</p> <p>We are clear and transparent in our actions.</p> <p>We do what we say we will.</p>
We empower our people	<p>We invest in our people and build leaders.</p> <p>We encourage our people to be decision makers and to take action.</p> <p>We take ownership of our actions.</p> <p>We are approachable and lead by example.</p>
We are respectful	<p>We listen to each other with an open mind.</p> <p>We build relationships on mutual respect.</p> <p>We are open, honest and constructive in our communication.</p> <p>We are inclusive and embrace diversity.</p> <p>We will respond to our community in a timely and responsible manner.</p>
We work together	<p>We care about each other and about our community.</p> <p>We are committed to building and maintaining a safe environment for our people.</p> <p>We support our people to perform at their best and celebrate achievements.</p> <p>We collaborate to get the best out of each other.</p> <p>We work with our community to build a better future.</p>
We innovate	<p>We encourage and value ideas that will improve services for our community.</p> <p>We are creative problem solvers and are committed to creative thinking.</p> <p>We will be better tomorrow than we are today, building on past success.</p> <p>We continuously improve and challenge ourselves to deliver better outcomes.</p>