

Position Description

Position Title:	Blackbutt & Natural Areas Manager
Directorate:	City Wide Services
Service Unit:	Parks & Recreation
Salary Point:	16
Position Reports To:	Manager Parks & Recreation
Staff Management:	Leadership and management of a significant function and multiple teams
Budget Responsibility:	\$3.3 million
Date PD Reviewed:	May 2019

Organisation Context of Position	
<p>The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses 5 Directorates:</p> <ul style="list-style-type: none"> • Governance • Strategy and Engagement • People and Culture • Infrastructure and Property • City Wide Services <p>The purpose of the City Wide Services Directorate is to:</p> <ul style="list-style-type: none"> • Ensure CN's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across CN. • Facilitate a high level of community connection across and on behalf of CN. • Ensure services are set at a level that is clearly articulated to the elected CN and which are financially sustainable. • Set a benchmark for the organisation of exemplary customer service. <p>The Service Units and Elements that form the City Wide Services Directorate are:</p> <ul style="list-style-type: none"> • Art Gallery (Service Element) • Museum (Service Element) • Civic Services • Libraries & Learning • Customer Service • Waste Services • Parks & Recreation 	
Council values	
<p>The guiding values of cooperation, respect, excellence and wellbeing defines how City of Newcastle strengthens its work environment to deliver on the aspirations of our community.</p>	
Workplace Health & Safety	
WHS RAA Level	Level 4

For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities





- Contribute to the purpose of the Parks & Recreation Service Unit to *support the wellbeing of the community through provision of places and spaces for active and passive recreation and protection of the natural environment*
- Lead the business unit in the development and delivery of strategic plans, projects and programs aligned to Council's integrated planning and reporting framework that deliver outcomes for the community
- Promote a culture within the business unit that empowers staff to be their best, is performance based and supports job satisfaction
- Develop and deliver opportunities that position Blackbutt Reserve as a destination for residents and visitors and maximise revenue through the unique offerings of Blackbutt
- Facilitate delivery of works that protect and rehabilitate the natural environment in collaboration with key stakeholders
- Manage the business unit to allocated budget aligned to strategic and operational priorities
- Build collaborative relationships across Parks & Recreation, the organisation and with key stakeholders that supports a whole of organisation approach to delivery of services
- Use Council's values to guide behaviours and decisions
- Inspire direction and purpose within the team and optimise the contribution of individuals
- Develop a culture where staff focus on creating an environment where we look out for one another and ensure safety is paramount
- Ensure a customer experience ethos is a priority for the business unit
- Champion change and continuous improvement within the business unit
- Ensure legislative requirements are met and appropriate policies and procedures are in place and current
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria


1. Bachelor degree in horticulture, conservation/natural resource management, marketing or related field and/or relevant qualifications and extensive experience deemed equivalent to the level required for the role
2. Demonstrated experience in the provision of natural areas management, wildlife management or a related field
3. Current and valid driver's licence
4. Ability to obtain the NSW Working with Children Check
5. 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 all levels of the workforce.

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

The six focus capabilities are part of the position selection criteria to be addressed by applicants for the position. The capabilities are further described in the Framework available at www.lgnsw.org.au/capability

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

Local Government Capability Framework

Capability Group	Capability Name	Level
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Desirable

1. Demonstrated experience in the management of captive wildlife
2. Demonstrated experience in the development and delivery of new services and programs