

Position Description

Position title:	Park Team Coordinator
Directorate:	City Wide Services
Service Unit:	Parks and Recreation
Reports to:	Open Space Operations Manager
Direct reports:	Yes
Salary point:	12
Work location:	Depot
Date revised:	October 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Parks and Recreation?

The purpose of the Parks and Recreation Service Unit is to support the wellbeing of the community through the provision of places and spaces for active and passive recreation and protection of the natural environment. These places and spaces are spread across 1200 hectares of City of Newcastle's managed open spaces including parks, sportsgrounds, beaches, pools, bushland, watercourse, wetlands, coastal estuaries and associated infrastructure. Promoting a culture within the Service Unit that empowers staff to be their best, is performance based and supports job satisfaction are critical to the delivery of our purpose.

What's the focus of this position?

Lead Open Space Operational Teams in maintaining sportsgrounds, premier parks and local parks by engaging with staff using the CREW values and ensuring a focus on courage, trust and pride. Develop a team that works collaboratively towards delivery services and ensure effective communication within the team, across the Parks and Recreation service unit and with other relevant areas to support and promote inclusion.

What you'll be doing:

- Ensure the health and safety of fellow workers and the general public during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with CN's Code of Safety Practice and WHS Policy and Management system.
- Provide efficient and effective park maintenance and management of recreation facilities, by applying the necessary planning, organisation, training and supervision of staff, day labour and contract personnel to ensure the required quality of workmanship and productivity is attained.
- Manage operational related complaints and staff issues effectively to ensure prompt identification of corrective actions.
- Coordinate and supervise multiple concurrent maintenance and construction programs and projects within planned financial and time constraints.
- Plan and organise works to achieve optimum utilisation of resources with minimal inconvenience to public amenity during the execution of works including ground renovations and minor capital improvements.
- Provide strong communication and feedback to operational staff and the community on a broad range of parks and recreation programmes and projects.
- Provide specialist advice on park services matters to internal and external stakeholders including community groups, community gardens and volunteers.
- Provide advice and knowledge of relevant statutory regulations involving OH&S and EEO issues etc.
- Produce and maintain quality records, i.e. Workplace Inspection reports, Daily work reports, incident reports, plant and equipment inventory and SIMS reports.
- Lead team meetings, toolbox talks, and risk assessments whilst encouraging active participation of all in attendance.
- Model effective leadership and build a cohesive, interdependent park teams.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Tertiary qualifications in horticulture, park management or natural area management and/or related fields.
- Hold a current Class C Driver's Licence.
- Extensive knowledge and demonstrated experience in management of park operations.
- Demonstrated ability to lead, manage and develop park staff, contractors and volunteers and coordinate the safe delivery of operational outcomes.
- Demonstrated ability to communicate effectively (both written and verbal) with a wide range of stakeholders incorporating interpersonal, negotiation and mediation skills.
- Demonstrated understanding of relevant statutory regulations involving OH&S and EEO issues.
- Ability to provide estimates using first principles for grounds maintenance, minor projects and landscape works.
- Strong negotiation and problem-solving skills to assist in achieving positive outcomes for the community and CN.

Other valuable skills you may have:

- Knowledge and experience in project management and control of contractors in the provision of park services, tenders /quotes/contractual procedures.
- Experience in managing an operational budget, projects, tenders and contracts to meet financial commitments.
- Understanding of the principles involved in park maintenance and landscape design.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	