

Eurobodalla Shire Council information package

Position vacant Assistant Coordinator - Parks and Gardens

Ref no: ESC950

Closing date: Sunday 21 April 2024 at 11:00pm

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Eurobodalla Shire Council
PO Box 99 Moruya NSW 2537
Phone: 02 4474 7378
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If you would like more information after reading this package,
please contact David Bohun on 0407 158 028.

Important information

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at www.esc.nsw.gov.au/jobs-at-council.

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples to demonstrate your knowledge and experience.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application please contact Council's recruitment team on 02 4474 7378.

Position description

Assistant Coordinator – Parks and Gardens

Position Code:	65
Division:	Recreation Services
Location:	Moruya Depot
Band/Grade:	Band 2 Level 3 - Grade 15

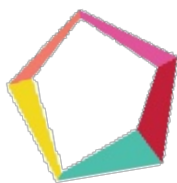
Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.

We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think

first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide planning, reporting and systems administrative services to Council's Parks and Gardens operations.

Main duties and key result areas (KRA):

1. Lead the delivery of fire mitigation and tree/asset inspections works by managing the Fire Mitigation and Tree/Asset Inspection Teams. Ensure the performance and development of the teams and individual staff in line with Council's expectations.
KRA: Team and individual performance is achieved in line with Council's expectations by managing individual staff, being clear about expectations (delivery of service, adherence to Council's values), undertaking performance appraisals, ensuring staff's development needs are met and resolving any performance issues.
2. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
3. Maintain own health and safety and ensure that the team and any contractors are working safely and in compliance with Council's workplace health and management system and any relevant legislation.
KRA: Council's WHS Policy and procedures complied with and there are no lost time incidents on site.
4. Oversee the development of work schedules, workloads, and relevant budget requirements.
KRA: Team performance is appropriately managed to ensure delivery of Council's requirements within Fire Mitigation, Tree Management and Playground Maintenance. Budgets are managed sufficiently to facilitate works delivery.
5. Review and update technical documentation with consideration of current specifications, systems, policies, codes of practice and legislation.
KRA: Selected documentation approved for release.
6. Take a lead role in gathering information for the development of reports and documents (including tender documentation and Council reports), for review by the Parks Coordinator and Division Manager – Works and suitable for presentation to external and internal stakeholders.
KRA: Information and reports are accurate, in the agreed format, within the agreed timeframe, and suitable for the target audience.
7. Program and monitor scheduled asset/risk inspections and provide reports and analysis as required within the Parks and Gardens Section.
KRA: Annual calendar developed and updated for inspections aligns with works schedules. Asset/risk inspections completed as per schedule. Information entered is accurate and up to date.

8. Provide and monitor schedules for routine maintenance and operational activities undertaken by the Parks and Gardens section in conjunction with the Parks Coordinator.

KRA: Calendar developed and updated for routine schedules. Schedules updated as required and provided in a timely manner. Schedules reflect procedures and policies of Council and are completed in an efficient and effective manner. Accomplishment reports provided to Parks and Gardens Coordinator and Divisional Manager – Works.

9. Assist in the preparation of budgets and prepare regular budget reviews for the Parks and Gardens Coordinator and Works Manager linked to scheduling and productivity outcomes.

KRA: Budget information including estimates accurate. Budget reviews on time and highlight challenges and recommended solutions. Budget reviews presented to Parks and Gardens meetings.

10. Manage and collate data and convert this into readily usable information and knowledge on progress versus schedule, productivity, benchmarking and overall team resource capacity to allow review of outcomes and recommendations on performance monitoring and continuous improvement, working with the Parks and Gardens team and Works Manager.

KRA: Information in council systems monitored and verified. Reports for KRA's, contract assessment, benchmarking and continuous business improvement, meet organisational objectives.

11. Within area of responsibility, ensure

- the application of EEO and Diversity principles
- the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Qualifications/experience (selection criteria)

Essential

1. Advanced Certification or Associate Diploma in Frontline Management, Leadership or Horticulture and must be willing and able to obtain Diploma in Horticulture within two years if not already held (with Council assistance).
2. Demonstrated experience in the management of staff.
3. Demonstrated experience or willingness and ability to be trained in Fire Mitigation Operations and Tree Works and Assessments.
4. Demonstrated ability to collate, prepare and present accurate and timely documentation including benchmarking, various reports and work procedures.
5. Experience in project costing, estimating and budget control.

6. Sound computing skills including use of MS Office applications and ability to use customised in-house applications.
7. Highly developed interpersonal communication both written and verbal.
8. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Eurobodalla Council.

Desirable:

1. Previous experience in a Local Government environment.
2. Experience in report building and development of presentation documentation.
3. Experience in the utilisation of maintenance management software.
4. Experience in or ability to gain knowledge in Playground Maintenance and/or Parks and Gardens activities.

License and qualification requirements

Mandatory licenses and qualifications required prior to commencement.

1. Class C Driver's Licence (or willingness and ability to obtain prior to commencement).
2. WHS General Construction Induction Card (White Card) (or willingness and ability to obtain prior to commencement).

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:

Parks and Gardens Coordinator

Date:

March 2024

Conditions of employment

Position title:	Assistant Coordinator – Parks and Gardens
Reference number:	ESC950
Grading:	Grade 15 of Council's salary system
Salary range:	<p>In the range of \$3,630.91 to \$3,988.86 gross per fortnight comprising:</p> <ul style="list-style-type: none">• \$3,234.53 to \$3,557.01 base salary• \$36.56 Adverse Working Conditions allowance• \$359.82 to \$395.29 superannuation (calculated at 11%)
Award:	Local Government (State) Award 2023
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of work:	<p>Full time, 76 hours per fortnight with hours currently arranged:</p> <p>Monday to Thursday 6.55am to 4.05pm Fri – Week 1 6.55am to 2.05pm Fri – Week 2 RDO</p> <p>with variations from time to time to meet work requirements.</p>

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from the Moruya Depot and required to work at various locations across the Shire.

Leave entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

Organisation chart

