



## POSITION DESCRIPTION

<b>Position Title</b>	Parks Project Manager / Landscape Architect	
<b>Directorate</b>	Infrastructure	
<b>Service</b>	Capital Works	
<b>Responsible to</b>	Coordinator Parks Projects	
<b>Position Supervises</b>	<b>Direct:</b> Contractors, Consultants <b>Indirect:</b> Nil	
<b>Position No.</b>	Various	
<b>Status</b>	Permanent Full Time	
<b>Hours</b>	Based on a 35 Hour week	
<b>Salary Point</b>	46 to 61	<b>Band/Level:</b> 3/2
<b>Pre-employment checks</b> <b>Legislative requirements</b>	N/A	
<b>Date reviewed:</b> April 2020		<b>Reviewed by:</b> Senior Manager Capital Works

## **POSITION PURPOSE**

To deliver parks capital projects, including undertaking investigations, planning, design, specification, stakeholder engagement, contract and project management to deliver sustainable open space, recreation and landscape infrastructure outcomes which meet the desired community outcomes as outlined in the Community Strategic Plan.

Working as part of the Capital Works service unit and reporting to the Coordinator Parks Projects, you will manage your work to ensure you meet the targets and commitments against your individual and team work plans and Council's Operational and Strategic Plans.

You will be community focused and work collaboratively with the Manager Capital Works, Coordinator Parks Projects and other staff to ensure the success of the service unit.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Relevant tertiary qualification OR equivalent industry experience in capital works delivery.
2. Demonstrated procurement and budgetary experience.
3. Demonstrated practical experience in the investigation, evaluation, design and specification of capital works infrastructure to relevant industry standards, codes and legislation
4. Well developed procurement and project management skills
5. Demonstrated experience in contract administration and contractor supervision
6. Strong interpersonal communication skills
7. Computer skills, including demonstrated experience with word processing, spreadsheets, project management software and CAD.
8. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times
9. Class C Motor Vehicle Driver's Licence.

### **Desirable Criteria**

1. Experience working in Local Government.
2. Practical experience in open space, recreation and landscape capital works infrastructure.

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

- To ensure that the parks capital works project delivery in Council's parks, sportsfields, reserves, gardens and foreshores is undertaken in an effective manner to promote the image of Council as efficient and community focused and responsive in all its operations.

- Manage workload and contractors in the efficient and effective delivery of the following functions and services for Council in accordance with management plans and budgets:
  - Parks Project Delivery
    - Investigations, project scoping and accurate cost estimates
    - Landscape architecture and design
    - Design of parks capital works (in-house or contractor)
    - Preparation and submission of project approvals, DAs and/ or environmental assessments (as necessary)
    - Tender preparation, documentation, specification and procurement for capital works upgrades, in consultation with Procurement and Fleet staff
    - Project and contract management of parks capital works
    - Supervision of contractors (or in-house staff) undertaking parks capital works projects
    - Community engagement and consultation (including internal stakeholders) for capital works projects
    - Assistance with community garden capital works projects (if needed)

*Note: the above functions and services are indicative. They may change from time to time, in consultation with the appointed Coordinator.*

- Work in collaboration with all stakeholders
- Keep up to date with current developments in the field/industry
- Obtain best value investment in open space, recreation and landscape infrastructure
- Achievement of project and program delivery goals (including quality, time, cost, lifecycle costs, governance, environmental, safety, amenity, accessibility and community expectations)
- Identify areas where the safety of the public may be jeopardised, and respond to these issues and/ or refer the matter to the relevant person
- Investigate, prepare and action technical reports concerning relevant public liability claims
- Ensure that customer and community requests and complaints are responded to in a timely manner, in accordance with Council policies and KPIs
- Ensure high levels of community notification, consultation and engagement on relevant projects and works
- Ensure that adequate records are kept of work carried out in the section, in accordance with Council policies
- Attend meetings representing Council
- Attend and prepare reports and recommendations for Council, Committee and Working Parties as required or directed, relating to the operation of the section
- Prepare monthly and quarterly reports for the Manager and Coordinator, outlining the progress and financial status of capital projects
- Review existing policies and develop new IWC strategies, documentation and policies relating to the operation of the section
- Provide Landscape Architecture assistance to the Parks Planning & Engagement team, from time to time, as required.
- Act in the role of Coordinator Parks Project Delivery from time to time, as required
- Other reasonable duties as directed by the Coordinator Parks Project Delivery

#### *Financial Management*

- Manage and review the budget to ensure achievement of budget targets and accurate and timely reporting of budget performance
- Undertake the procurement of goods and services in accordance with Legislation and Council policies
- Identify sources and prepare appropriate grant submissions and applications, and administer grant funded projects within grant guidelines

### *Service Management*

- Ensure that the Manager is informed of any issue which may affect staff, the community and/ or service delivery

### **KEY RELATIONSHIPS:**

**Internal:** Council management, Infrastructure staff, Procurement & Fleet staff, other Council employees

**External:** Committees of the community, utility providers, suppliers, consultants and contractors, sports groups and clubs, other general members of the community

## WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

### LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of promotion of, and conformance with, Council policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li> <li>Analysis of accident/incident trends</li> <li>Regular team meetings</li> <li>Use of the hazard reporting process</li> </ul>
<ul style="list-style-type: none"> <li>Commitment to WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking accident/incident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of documented and signed accident investigation forms</li> </ul>
<ul style="list-style-type: none"> <li>Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with WH&amp;S rep</li> </ul>
<ul style="list-style-type: none"> <li>Improving health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Initiating action based on audit, inspection results and feedback from staff</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being</li> </ul>

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	implemented by staff
<ul style="list-style-type: none"> <li>• Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>• All work instructions are documented and provided to staff with explanation</li> </ul>
<ul style="list-style-type: none"> <li>• Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Development of specific procedures where required</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of WHS and related legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at training sessions</li> </ul>

### **Applicant Declaration**

I, ..... have read and understood the position description for the **Parks Project Manager/ Landscape Architect** as detailed in this document.

Signature: .....

Date:        /        /