



## POSITION DESCRIPTION

<b>Position Title</b>	Parks Landscaping Team Leader	
<b>Directorate</b>	Infrastructure	
<b>Service</b>	Parks and Streetscape	
<b>Responsible to</b>	Coordinator Landscaping	
<b>Position Supervises</b>	Direct: 1 to 4 Indirect: 0	
<b>Position No.</b>	TBC	
<b>Salary Point</b>	Grade 25 to 31	<b>Band/Level:</b> 2/1
<b>Status</b>	Permanent Full Time	
<b>Hours</b>	35 hours per week	
<b>Pre-employment checks</b> <b>Legislative requirements</b>	Pre-employment medical	
<b>Date reviewed:</b> March 2023		<b>Reviewed by:</b> Director Infrastructure

## **POSITION PURPOSE**

To assist the Parks & Streetscape Operations section to deliver day-labour services for the maintenance and improvement of Council's parks, sportsfields, open space and recreation areas such that the works and services of Council contribute to the desired community outcomes as outlined in the Community Strategic Plan.

Working as part of the Parks & Streetscape service unit and reporting to the Coordinator Landscaping, you will manage the work and activities of your staff and ensure that the team consistently works to meet its targets and commitments against their individual or team work or performance plans and Council's Operational and Strategic Plans. You will lead and inspire the team, coach and develop staff, help solve problems and resolve issues, and model achievement of goals and commitments.

You will be community focused and work collaboratively with the Parks and Streetscape Operations Manager and the Coordinator Landscaping 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 organization and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. 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 horticultural qualification OR equivalent industry experience in parks and sportsfields operations.
2. Demonstrated ability to manage a team and its functions to achieve outcomes that address current challenges for the IWC and its commitments to the community.
3. Demonstrated procurement experience.
4. Ability to work without close supervision.
5. Good interpersonal communication skills.
6. Knowledge and skills in staff management, performance management and staff development.
7. Demonstrated experience with field devices (eg. tablets) for managing daily team work plans.
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.
10. Suitable level of fitness to perform the inherent duties of the position.

### **Desirable Criteria:**

1. Experience working in Local Government.
2. ChemCert or equivalent qualifications.
3. MR Driver's Licence.

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

- To ensure that the maintenance of Council's parks, sportsfields, reserves and gardens is undertaken in an effective manner to promote the image of Council as efficient and community focused and responsive in all its operations and in accordance with the maintenance performance standards outlined in the Inner West Council Open Space Standards.

- Organise the team in the efficient and effective delivery of the following functions and services for Council in accordance with the team's plans:
  - Landscaping
    - Landscaping and garden bed maintenance
    - Mulching
    - Planting
    - Weed management (including community notification)
    - Picking up of litter (not waste removal)
    - Rain garden, wetland and WSUD maintenance (in parks)
    - Playground maintenance, including sand/ mulch cleaning
    - Liaison with Sustainability and Environment on bush regeneration/ natural area contracts
    - Emergency after hours response to parks and streetscapes issues as needed
  - Assist in ensuring the services standards outlined in the Inner West Open Space Standards document are achieved.
  - Ensure that all plant, machinery, tools and equipment under your direct control are maintained and utilised in a safe and secure manner, in accordance with the manufacturer's directions.
  - Assist and train other staff in the use of plant and equipment.
  - Dispose of all collected waste in the correct bins at Council's depots (or as otherwise directed).

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

- Work in collaboration with all stakeholders
- Ensure strong technical skills are developed, adopted and practiced at all times by staff within team
- Review, develop, update and execute team plans that ensure relevance, effectiveness and compliance with regulations and standards
- Keep up to date with current developments in the field/industry
- Recommend new and replacement plant and equipment
- Identify areas where the safety of staff and/ or the public may be jeopardised, and respond to these issues immediately and/ or refer the matter to the relevant person
- Ensure that customer and community requests and complaints are addressed in a timely manner, in accordance with Council policies and KPIs
- Ensure high levels of community notification, 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, as required.
- Flexibility to start and finish work at multiple depots/ parks/ locations.
- Multi-tasking and skilling until completion of all services daily.
- Assist and provide relief to other teams from time to time, as required.
- Carry out appropriate alternative duties, where practical, during wet weather.
- Act in the role of Coordinator Landscaping from time to time, as required
- Other reasonable duties as directed by the Coordinator Landscaping.

#### *Financial Management*

- Undertake the procurement of goods and services in accordance with Legislation and Council policies

### *Leadership and Service Management*

- Manage and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the team plans and service agreement requirements
- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments
- Ensure that the Manager is informed of any issue which may affect staff, the community and/ or service delivery

### *Staff Management*

- Support, develop and manage staff in a way that is consistent with Council's principles/values, policies and systems
- Manage and monitor staff performance and recruitment processes, including feedback, performance reviews and rewards in accordance with Council policy, procedures and best practice principles
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

### **KEY RELATIONSHIPS:**

**Internal:** Council management, Parks & Streetscape staff, Sustainability & Environment staff  
Procurement staff, other Council employees

**External:** Suppliers and contractors, sporting groups and clubs, educational organisations using Council sportsfields, park hirers, casual park users, 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>
Responsibilities	Performance Measures
<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 implemented by staff</li> </ul>
<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>

Position Description – Parks Landscaping Team Leader

**Applicant Declaration**

I,.....have read and understood the position description for the  
**Parks Landscaping Team Leader** as detailed in this document.

Signature: ..... Date:     /     /