

# Position description

## Manager – Open Space & Recreation

Division:	<b>Liveable Communities</b>
Department:	<b>Open Space and Recreation</b>
Reports to:	<b>Executive Manager Public Spaces</b>
Number of direct reports:	<b>5</b>
Location:	<b>Yalawanyi Ganya</b>
Grade:	<b>14</b>
Employment status:	<b>Permanent Full Time</b>
Date approved:	<b>November 2023</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

Reporting to the Executive Manager Public Spaces the Manager Open Space and Recreation will lead the Parks and Gardens Department. The Manager is responsible for providing leadership, direction and management to the Parks and Gardens team to ensure the achievement of outcomes in line with organisational strategies, objectives, vision and values.

The Parks and Gardens team delivers/is responsible for maintaining vegetation and its immediate environment in order to ensure that a diverse range of active open spaces and passive recreation areas are available to the MidCoast community. This work is undertaken by staff and a large volunteer network. The team also administers Council's cemeteries and honours those who have made the MidCoast region the diverse and liveable place that it is today by facilitating a range of burial and memorial options.

The Manager is a member of the Extended MANEX Team.

## Key Accountabilities & Duties

### Strategic Responsibilities

- To lead the development and implementation of strategy and policy for Parks, Gardens and Cemeteries consistent with Council's objectives.
- To provide strategic leadership which results in the best outcomes for the community.
- Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives.
- Apply your understanding of political, social and legal influences in conjunction with positive organisational culture to all initiatives and actions.
- Role model collaborative behaviours and support leadership across council divisions which support the development of a positive organisational culture capable of successfully delivering our outcomes.
- Provide best practice and timely advice to the Executive Manager and Director.

### Specific Responsibilities

- Strategic management of the Department including people management and financial management.
- Prepare and administer annual budget and expenditure for areas of operation.
- Exhibit sound financial management and deliver financial savings through close monitoring of income and expenditure, process improvement, operational cost efficiencies and effective project management.
- Provide leadership, support and direction to the Department including coaching and development of staff, work planning, performance management, change management and staff recruitment.
- Manage Parks, Reserves Operations and Cemeteries, including the effective management of staff, volunteers and contractors.
- Prepare, implement and monitor annual parks, reserves and cemetery works programs.
- Provide high level horticulture/landscape advice to staff and general public as requested.
- Contribute to the delivery of organisational outcomes and ensure delivery of the Public Spaces Department Operational Plan.
- Provide regular reporting on achievements and service delivery standards. Prepare and review of plans of management for Council and Crown community land.
- Coordinate preparation of plans, estimate and documentation approvals and the supervision of the construction of capital improvements to parks and recreation services including contract management.
- Develop and administer service delivery agreements for maintenance and development works in parks and cemeteries including contract management
- Assist in the development and maintenance of a parks asset management system and risk management system and appropriate management information database.
- Role model and encourage behaviours that align with Council's Organisational Values.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.

- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Essential Requirements






1. Tertiary qualifications in Management, Project Management, Horticulture, Landscaping or a relevant discipline
2. Extensive professional experience in program management with evidence of strong project and financial management skills.
3. Experience in developing, coaching and managing operational teams.
4. Demonstrated knowledge of the professional and legislative requirements within the scope of the role.
5. Knowledge of WHS legislation with experience of managing safety within an operational environment.
6. Demonstrated commitment to delivering high quality customer service outcomes, including the implementation of effective stakeholder engagement strategies.
7. Demonstrated capacity to analyse and solve problems and use judgement and conceptual skills to make sound and merit-based decisions in a complex political environment.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence

## Position Capabilities

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.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

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.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Highly Advanced
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Advanced</b>
	<b>Community and Customer Focus</b>	<b>Advanced</b>
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Advanced
 <b>Results</b>	Plan and Prioritise	Highly Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 <b>Resources</b>	Finance	Highly Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 <b>Workforce Leadership</b>	<b>Manage and Develop People</b>	<b>Advanced</b>
	<b>Inspire Direction and Purpose</b>	<b>Highly Advanced</b>
	Optimise Workforce Contribution	Advanced
	<b>Lead and Manage Change</b>	<b>Advanced</b>

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒