

**POSITION DESCRIPTION**

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| **Position Title:** | Open Spaces Supervisor |
| **Position Number:** | TBA |
| **Division:** | Community, Recreation and Cultural Services |
| **Section:** | City Presentation |
| **Grade:** | 9 |
| **Delegations:** | See attached document (as per Council’s Delegations Register) |

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| **Primary Purpose of Position** |
| Plan, implement and maintain programs for the public open space areas across Council including the coordination of staff and contractors undertaking maintenance activities. This includes coordinating and liaising with various stakeholders regarding public open space enquiries. |

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| **Sectional Structure** | |
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| **Selection Criteria** | | |
| **Qualifications/**  **Licences** | * Relevant Diploma level qualification in Horticulture or equivalent * Certificate IV in Leadership and Management * Current Class C Drivers Licence * NSW General Construction Induction Card   The following additional qualifications/licences are highly regarded and may be taken into consideration during the selection process   * RMS Traffic Control Licence:   + Prepare a Work Zone Traffic Management Plan (Red / Orange Card) | |
| **Skills and Experience** | * Demonstrated experience in a similar role including experience in the planning, coordination and maintenance of public open space areas with a particular emphasis on contractor management * Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff * Excellent organisational, planning and programming skills related to open spaces, including the capacity to work to deadlines and achieve results * High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management * Well-developed computer literacy skills in the use of a variety of computer software packages * Demonstrated commitment to the development of a culture of innovation and continuous improvement * Demonstrated knowledge and understanding of Work Health and Safety (WH&S) and Risk Management * Demonstrated ability to model Council’s key values and desired behaviours | |
| **Key Accountabilities/Duties** | | |
| **Open Spaces Programs and Plans:**   * Be responsible for the management of the Open Spaces contract including tenders and procurement procedures relating to Open Spaces * Develop, coordinate and effectively implement programs relating to the maintenance and development of all Open Spaces including the showground * Manage contract services in the Open Spaces Unit ensuring efficient use of contract labour/volunteers, ensuring they are working within Council procedures * Manage, develop and implement Open Spaces capital works programs as programmed through the Management Plan * Assist in the review and implementation of Asset Management Plans (including completion of capital work program documentation), Landscape Master Plans and site specific plans * Prepare detailed reports and correspondence for all matters relating to Open Spaces as well as other grant or funding submissions in a timely and effective manner * Oversee the coordination of Customer Request Management (CRM) forms to ensure that requests and enquiries are managed in a timely and efficient manner within Open Spaces   **Supervision:**   * Direct supervision of staff and contractors including recruitment, handling employee matters, conducting staff performance reviews and ensuring timesheets and administrative paperwork is completed correctly and in a timely manner * Supervise staff involved in Open Spaces. This includes the efficient allocation of resources, ordering of materials and plant in accordance with programmed objectives and within Orange City Council’s purchasing policy and procedures * Organise and conduct regular staff meetings within the Open Spaces Unit * Manage performance within the team and resolve any concerns that are raised * Ensure that staff understand and adhere to the Playground Inspection Procedure   **Customer Service:**   * Liaise with members of the community to resolve issues * Liaise and notify residents and members of the public, service utilities, contractors and other stakeholders of works to be carried out * Ensure all customer service requests are handled in a timely and efficient manner   **Team Contribution:**   * Liaise with the Manager City Presentation and other Unit Supervisors to ensure effective operations within the City Presentation Section * As a leader, be a role model for staff within City Presentation * Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time | | |

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| **Corporate Values** |
| As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council’s corporate values are listed below:   * **Respect** – is honest and respectful towards others and works as part of a team * **Ownership** - takes responsibility for actions * **High Performance** -  pursues performance excellence and continually looks for improvement * **Customer Focus** -  demonstrates a customer focused approach towards internal and external customers * **Safety** -  works safely, in accordance with Council’s Work Health and Safety policy and procedures * **Equal Employment Opportunity (EEO**) – complies with EEO principles and respects diversity * **Leadership** –Council encouragesall its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively |

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| **Work Health and Safety Responsibilities** |
| All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:   * Complying with Council’s WHS policies and procedures * Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others * Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours * Participating in any applicable WHS consultation arrangements * Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace * Correctly using all personal protective equipment * Complying with emergency and evacuation procedures and site rules if applicable * For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84) |

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| **General** |
| * The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. * Local Government (State) Award conditions apply to all entitlements. * The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review. * Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position. |

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

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| **Name of Employee** |  |
| **Signature of Employee** |  |
| **Date** |  |

*Human Resources Only: This position’s ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay*