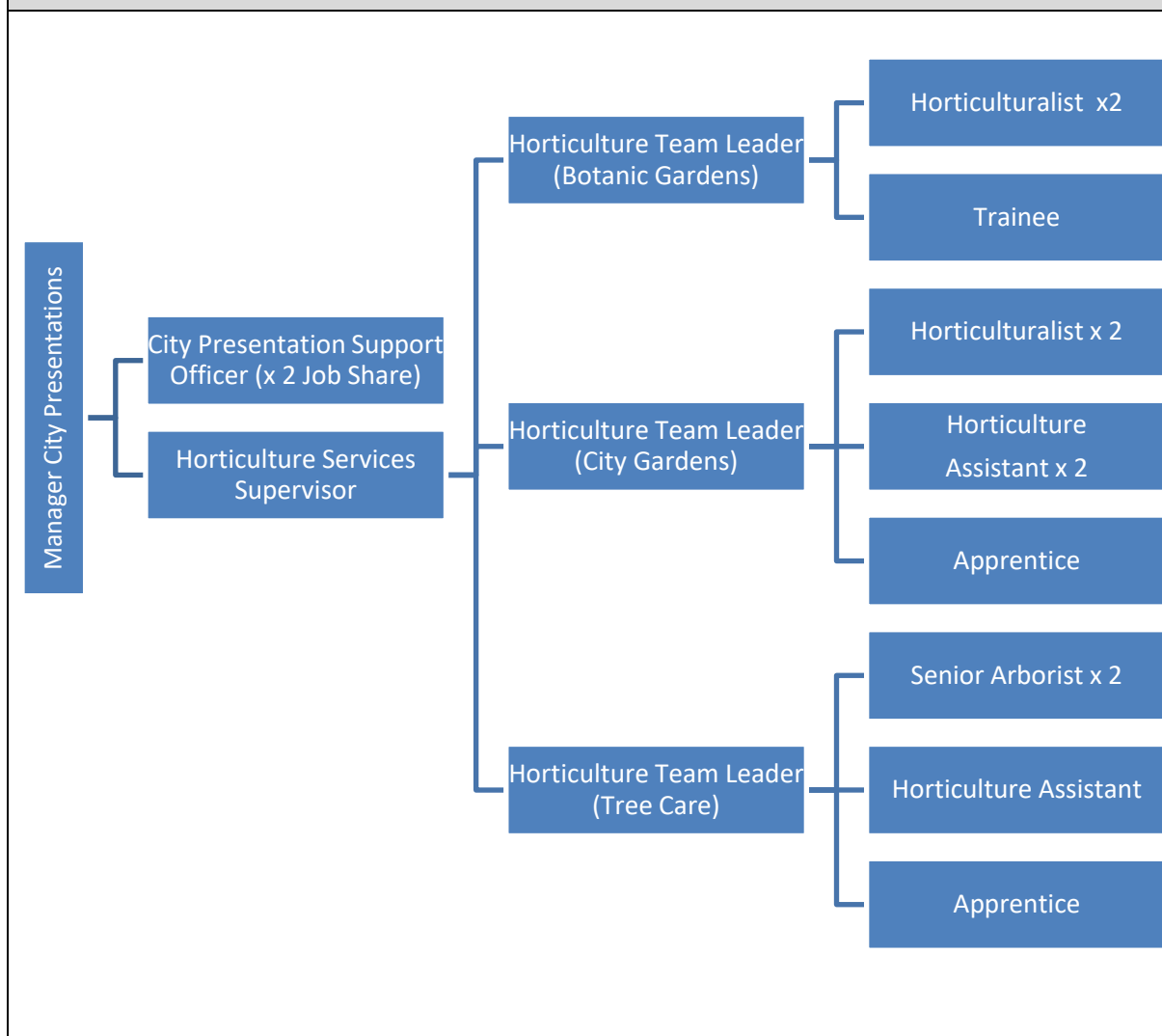


Position Title:	Horticulture Team Leader
Position Number:	TBC
Division:	Community Recreation and Cultural Services
Section:	City Presentation
Grade:	7
Delegations:	See attached document (as per Council's Delegations Register).

Primary Purpose of Position

To plan, supervise and coordinate safe work activities and programs within one of the three allocated areas of Horticulture Services; Botanic Gardens, City Gardens or Tree Care.

Sectional Structure



Selection Criteria	
Qualifications/ Licences	<ul style="list-style-type: none"> • Certificate IV in Amenity/Urban Horticulture (Botanic Gardens and City Gardens Team Leader) • Certificate IV in Arboriculture or equivalent (Tree Care Team Leader) • Current Class C Drivers Licence • NSW General Construction Induction Card • ChemCert AQF3 Chemical Accreditation or similar <p>Tree Care and City Gardens Team Leaders also require:</p> <ul style="list-style-type: none"> • RMS Traffic Control Licences: <ul style="list-style-type: none"> ○ Traffic Controller (Blue Card) ○ Implement Traffic Control Plans (Yellow Card) <p>Tree Care Team Leader also requires:</p> <ul style="list-style-type: none"> ○ Advanced Tree Felling Certificate, ○ Current Medium Rigid (MR) Drivers Licence ○ Elevated Work Platform certificate <p>The following additional qualifications/licences are highly regarded and may be taken into consideration during the selection process:</p> <ul style="list-style-type: none"> ○ Certificate IV in Leadership and Management ○ Current Medium Rigid (MR) Drivers Licence (Tree Care and City Gardens Team Leaders) ○ Level 1 and 2 Chainsaw Operation certificates ○ Demonstrated competency in the operation of load shifting plant (backhoe, front end loader and skid steer)
Skills and Experience	<ul style="list-style-type: none"> • Experience in a similar role including working within Horticulture and in the coordination and planning of relevant programs • Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff • High level of verbal communication skills including the capacity to interact with the public while maintaining effective customer service • Well-developed computer literacy skills in the use of a variety of computer software packages • Knowledge and understanding of Work Health and Safety (WHS) requirements • Demonstrated ability to model Council's key values and desired behaviours
Key Accountabilities/Duties	
Horticulture Programs: <ul style="list-style-type: none"> • Assist in the development, implementation and coordination of relevant programs including the allocation of resources (e.g. labour and plant) in accordance with Council's purchasing policy • Implement the completion of capital works programs • Undertake horticulture services maintenance and improvement tasks for programmed and non-programmed work 	

Supervision:

- Supervise, lead and mentor relevant staff, apprentices and contractors in order to undertake assigned works in a timely, cost effective and quality standard. This also involves providing general feedback and advice, completing staff performance reviews and ensuring all timesheets and other relevant paperwork are completed in a timely manner.
- Assist in the development and training of apprentices and trainees
- Develop and maintain a team that displays excellent work ethics and strives to continually improve the best possible outcomes
- Monitor staff output to ensure adherence to work schedules and ensure compliance with relevant Standards and practices including Work, Health and Safety and environmental requirements and Council's Code of Conduct
- Ensure that allocated contract labour utilised within the team is used in an efficient and cost effective manner

Customer Service:

- Liaise with members of the community to resolve issues in accordance with Council processes. This may relate to tree maintenance, removal, requests for new trees or other general residential requests
- Liaise with 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:

- Proactive participant in Horticulture Services Unit team meeting and attend the WH&S Supervisors meeting.
- Ensure that toolbox meetings are conducted as required
- Liaise with the Horticulture Services Supervisor and other Horticulture Unit Team Leaders to implement effective operations
- Perform other duties as directed from time to time that are within the competency and skills of the position
- 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

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 encourages all 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

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 and Team Leaders, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

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

Name of Employee	
Signature of Employee	
Date	

Human Resources Only: This position's ordinary hours of work shall be based on a 38 hour week to determine the hourly rate of pay