

POSITION DESCRIPTION	
<b>Title:</b>	<b>Open Spaces Manager</b>
<b>Business Unit:</b>	<b>Works and Services</b>
<b>Reports to:</b>	<b>Executive Manager Works and Services</b>
<b>Grade:</b>	<b>21</b>
<b>Position Allowances:</b>	<b>Nil</b>
<b>Hours:</b>	<b>38 hours per week</b>
<b>Number of Direct Reports:</b>	<b>6</b>
<b>Number of Indirect Reports:</b>	<b>Up to 63</b>
<b>Vehicle:</b>	<b>Yes, Category C</b>
<b>Position Code:</b>	<b>83500</b>
<b>Pre-placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>2017</b>
<b>Date Updated:</b>	
<b>Date Reviewed:</b>	<b>March 2023</b>
Position Purpose	
This role is responsible for the management and the delivery of the City's Open Spaces, providing a high standard in accordance with accepted horticultural standards, Council and statutory requirements.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Associate Diploma or Diploma in Horticulture - Parks and Gardens or an equivalent qualification relevant to the position.</li> <li>• Extensive demonstrated experience in the following fields: <ul style="list-style-type: none"> <li>o Natural Areas</li> </ul> </li> </ul>	

- o Parks Maintenance
  - o Sports field maintenance and turf care
  - o Arboriculture or Nursery Operations
- Demonstrated ability to lead the delivery of customer focused services.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.
- Demonstrated financial management skills to prepare, analyse and manage budgets and estimate, review and record costs of works.
- Demonstrated experience in costing and managing the delivery of projects, maintenance programs and services along with the ability to provide innovative alternative working solutions to complex problems.
- Comprehensive understanding of relevant standards practices and policies and legal and legislative requirements in this field including WHS and environment.
- Excellent interpersonal, written and oral communication skills including the capacity to negotiate and resolve issues with people at all levels and ability to persuade and influence at a strategic and operational level.
- Demonstrated experience in the management of staff performance and development including the ability to lead, support and motivate.
- Current NSW Driver's Licence - Class C
- General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment.
- Prepare a Work Zone Traffic Management Plan (PWZ) or ability to gain within probation period.
- Ability to respond to after-hours emergency call outs.

**Desirable:**

- Local government experience.

## Main Activities/Tasks

Lead the planning and delivery of the Open Spaces team through;

- Provide effective leadership through the application of Council's values.
- Manage the performance of teams and individuals within the team including training, performance reviews and undertake recruitment when required.
- Manage the allocated budget with the available resources.
- Participate in performance planning.
- Liaise with the community regarding open spaces maintenance and sportsfield operations matters including complaints and action requests.
- Promote the image of Council as being a professional, committed and dedicated, customer focused organisation by providing a high level of communication, consultation and quality service delivery to customers.
- Manage compliance with environmental legislation, and Council policy and procedure.

- Represent Council on relevant external committees (ie Bush Fire Management Committee).
- Represent Infrastructure Services (or Works and Services business unit) on internal Council committees or workgroups.
- Foster a customer focused culture in team (Community, Councillors, Customers and Council).
- Develop, document and implement operating, administrative, safety and maintenance procedures.
- Review the schedules and work programs for effective use of plant, labour and materials.
- Assist other Business Units in setting and implementing Service levels.
- Make sure that work practices are efficient, effective and safe, including facilities, plant, computers and software, office equipment, traffic control etc.
- Manage works in areas of responsibility are operated within agreed budget and timeframes.
- Manage the maintenance and operations of Council sports fields.
- Supervise minor contract work. Make sure staff and contractors carry out landscape, arboriculture and other contract work to Council and regulatory standards.
- Promote a positive safety culture within the team by leading by example and ensuring safe working conditions are maintained.
- Other duties in accordance within limits of financial delegations, skills, experience and competence as directed/required.
- Participate in an after-hours call roster. Respond to emergencies as required – weather events, wind events, flooding, bushfire etc.

### **Policy**

- Council's position description documentation for all management and supervisory positions will indicate responsibility for:
  - The design and implementation of effective, efficient and economical risk management and internal control framework that prevent and detect fraud and corruption.
  - Identifying system deficiencies that facilitate fraud and corruption.

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Fraud and Corruption**

- Make sure internal controls are in place for areas of your responsibility to help detect and prevent corruption and fraud.

- Identify system deficiencies that could facilitate corruption or fraud and take appropriate remedial action.

**Risk Management**

- Support and promote the accountability of staff to comply with the purpose and intent of Council's policy for the management of risks by ensuring risk management processes are implemented within your area of responsibility.

**Accountability and Behaviours**

- Be accountable for your behaviours in the delivery of your duties noted in the position and other functions relating to your role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.