



Team Leader Parks Operations

POSITION PROFILE

Division	Shire Infrastructure	Status	Full Time - Permanent
Unit	Parks Operations	Salary Grade	Grade 7
Reports to	Coordinator	Reviewed	

STRATEGIC INTENT

The Parks Operation Business Unit is an operational unit which provides passive, active open space, bush reserve, tree and formal garden maintenance, including turf wicket management, sports field renovations and minor landscaping works.

The Business Unit's key objectives focus on maintaining the LGA's infrastructure to improve life-span and usability, maintaining the natural environment, while meeting agreed customer service standards, and the diverse needs of the community.

POSITION PURPOSE

The position is accountable for providing onsite leadership and supervision to a designated team in the provision of quality open space maintenance services to open space assets throughout the Shire.

The primary function of the position is to ensure that works are completed in a safe, efficient and effective manner in accordance with Council Policies, Operating Procedures and accepted industry work practices and standards.

The incumbent may be required and directed to supervise in other areas of the Unit to satisfy workload and resourcing requirements.

POSITION OUTCOMES AND ACCOUNTABILITIES

DUTIES TO BE DELIVERED	PERFORMANCE STANDARD
<ul style="list-style-type: none">– Provide leadership to and development of team members including desired workplace culture– Provide a safe work environment– Deliver safe, efficient and effective customer services to the community– Establish the team work schedule and resourcing allocation	<ul style="list-style-type: none">– Demonstrated leadership and ensure compliance with Council policies, procedures, guidelines, and legislative requirements– Work activities are performed in compliance with 2011 WHS Act & Council WHS Management System– Safe Mates nominations– Work is planned, assigned and performed to agreed customer service standards (presentation & timeframe) in line with Council's Delivery and Operating Plans

<ul style="list-style-type: none"> – Assist the Coordinator and or Manager in undertaking team member performance reviews – Facilitate new work practices and use of new technologies – Convey information relevant to the job / team to the Coordinator, Manager, peers and other work team members. – Plant and equipment management – Plan and manage traffic control at a work site – Provide technical and operational expertise – Perform other appropriate duties as required and, or directed 	<ul style="list-style-type: none"> – Individual / Team work performance and productivity is monitored, documented and communicated to Coordinator, or Manager – Responsibility for mobile device/s use and data accuracy and integrity in line with Policy – Champion new ideas and processes and provide consultation / feedback to Coordinator and peers – Select and use appropriate plant and equipment for the job required, conduct inspections and report defects as per Policy and Procedure – Develop horticultural maintenance plans for formal gardens and other open space assets – Facilitate regular meetings with team members to discuss work related items – Vehicles are loaded with specified materials within allowable load limits as per the manufacturer's specifications and RMS guidelines – Work team consulted and instructed in the development and implementation of the traffic control plan
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SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> – Certificate 3 Horticulture (or equivalent) – Class MR drivers' licence (or willing to obtain within first 6 months of employment) – AQF3 / Chemcert (or equivalent) – WHS Induction Card (Whitecard for Construction Work)
	Desirable	<ul style="list-style-type: none"> – Certificate 4 Horticulture (or equivalent) – Traffic Controller – Implement Traffic Control Plans
Experience or skills (min 3 years)	Essential	<ul style="list-style-type: none"> – Demonstrable experience in a similar or acting role – Ability to plan and execute both self and team workload – Implementation of a horticultural maintenance plan for a formal garden and other horticultural / landscaped assets – Safe handling, use and storage of chemicals, and other horticultural materials – Ability to effectively liaise with the general public / customer service culture – Ability to utilise mobile technology devices and associated IT application/s skills
	Desirable	<ul style="list-style-type: none"> – Worksite traffic planning and control – Operation of a medium rigid truck (up to 5 tonne) including trailer and plant – Proactively Identifying and managing WHS and EEO issues in the workplace

		<ul style="list-style-type: none"> – Collaboration and effective communication skills with both internal and external stakeholders
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CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> – Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. – Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to prioritise them and complete them on time. – Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. – Communication skills: Ability to engage with external stakeholders in order to articulate technical service matters in simple terms and resolve issues and with internal peers to collaborate and deliver efficient and effective services. – People skills: Empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. – IT / System Applications skills: Ability to use mobile devices to effectively communicate with Coordinators and other internal staff, including the use of IT applications / systems in order to process information. – Team focussed: Willing to be lead, mentor and be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues.
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> – Collaborate – We are a united team. We work together to deliver great outcomes for our community. – Achieve – We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community. – Respect – We communicate openly, act with integrity and are inclusive. – Evolve – We look for opportunities and embrace change, championing new ideas and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	Typically two direct reports but can be up to five on joint work initiatives
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Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Manage work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in developing strategies to mitigate known risks
Financial Management	Understands budgets and expenditure, required to undertake job costing and estimating tasks and follow Council's Procurement procedures
Workplace Health and Safety	Understand, navigate and utilise Council's WHS online based applications to access and comply with WHS policy, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behavior Guidelines
Records Management	Create accurate records in Council's CRMS and other work systems and comply with Council's Records and Information Management Policy to ensure custodianship of records against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient workplace practices and recommend and or implement changes where appropriate improvements can be gained
Customer Focus	Championing an exceptional customer service experience by evaluating customer satisfaction in order to continually improve service delivery and team service culture

SPECIFIC CONDITIONS OF EMPLOYMENT

9 day fortnight, based on 38 weekly hours of operation from Monday to Friday, all licences must be valid and maintained, in this role the employee of Council can expect to work in any team at various locations across the LGA. Note, as per the current Industrial Agreement, planned leave can be restricted during the summer peak period.