



POSITION DESCRIPTION

MANAGER URBAN SERVICES AND FACILITIES

Department:	Urban Services & Facilities
Reports to:	Director Technical Services
Location:	Coonabarabran or Coolah
Grade:	17

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The purpose of this position is to develop, manage and control the operation of Council's public facilities, including building assets, pool complexes, airport, open space areas, parks and gardens, playgrounds, sporting fields, cemeteries and crown lands. The person in this position will ensure that Council's real estate is utilised for commercial, community and council purposes and built assets are well-maintained and managed in accordance with current property management practices.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Develop and implement strategies for provision and operation of sport and recreational facilities including public swimming pools, playing fields, parks and gardens.
- Develop and implement strategies for provision and operation of town amenities, footpaths, pedestrian and cycle access, street trees, street cleaning and grass mowing.
- Develop and implement strategies for provision of building and property services and cemeteries.
- Manage airport operations
- Prepare annual works program and activity based budget development for consideration by Council to meet identified asset maintenance and improvement strategies.
- Liaise with relevant government departments to take advantage of funding opportunities for capital works.
- Schedule and implement 12x1 month and weekly works programs to achieve stated construction and maintenance projects.
- Apply project management principles to ensure that construction and maintenance projects are delivered according to stated budget, timetable, determined quality standards, environmental standards and OH&S requirements.
- Develop, monitor, review and revise budget for the branch within guidelines and timeframes set by Council, and ensure that effective cost control systems are in place to ensure that budget outcomes in terms of money and activities are met.
- Presentations to the Executive Leadership Team (ELT) and Councillors on policy and strategic issues;
- Development and presentation of Council positions to other branches of Council, consultants, government departments, community groups and members of the public as necessary and undertake ongoing liaison, advice and networking;
- Provision of timely input into corporate projects (such as the preparation of Council's annual State of the Environment Report);
- Preparation of Council positions on any proposed legislative changes and represent Council at working groups;
- Representation of Council or the Branch internally or externally as required, including out-of-hours meetings and committees.
- Manage and be accountable for financial operations in relation to commercial agreements in the Manager's area that the Council has entered into and compliance with all reporting requirements.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

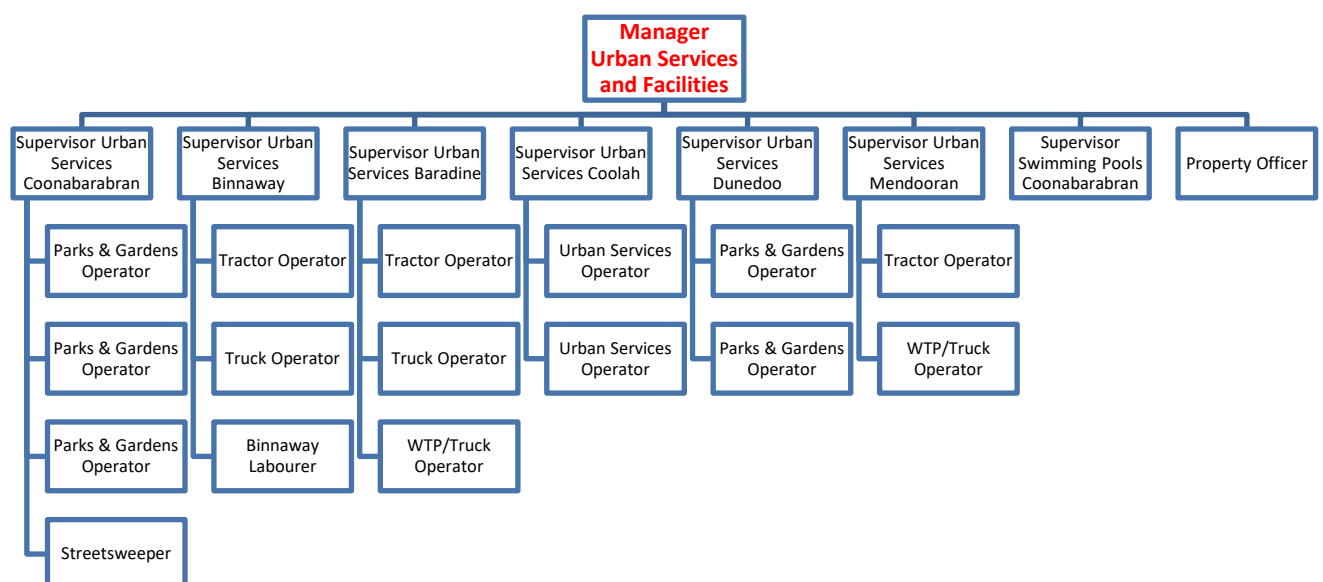
ESSENTIAL REQUIREMENTS

1. Commitment to Council's Mission, Values and Code of Conduct.
2. Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
3. Demonstrated ability to lead effectively a team of supervisors and field staff.
4. Diploma in Property Management / Facilities Management, or other relevant equivalent qualification with 4 – 8 years relevant experience
5. Demonstrated financial and managerial ability to deliver projects associated with maintenance operations of parks and gardens and public swimming pools.
6. Demonstrated technical knowledge of parks and gardens, tree selection and maintenance and public swimming pools.
7. Demonstrated high level written communication skills to prepare complex management and Council reports.
8. Excellent communication skills, both verbal and written
9. Demonstrated ability to write reports
10. Class 'C' drivers licence.

DESIRABLE REQUIREMENTS

1. OHS Construction Induction Certificate (“white card”)
2. Degree or higher qualification in Environmental or Urban Horticulture
3. Practical knowledge of property management and tenancy law with an understanding of leases and property transfer procedures
4. Practical knowledge of trades skills, including a knowledge of the procedures relating to repairs, maintenance and minor building tasks
5. Experience in legal practice e.g. conveyancing, preparation of leases (commercial & residential); land acquisition
6. Previous experience in Local Government
7. Previous experience in property management
8. Native Title Property Manager training
9. Demonstrated ability to use information management systems and other computer software such as Excel, Word and MS Project.
10. Membership of a relevant professional body eg, IPWEA, Institute of Public Works Engineers Australia.
11. Knowledge of tendering processes






DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

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, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

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. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Relationships	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Results	Adept
	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Resources	Intermediate
	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Workforce Leadership	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks
Workforce Leadership Manage and Develop People	Adept	<ul style="list-style-type: none"> • Seeks to understand the individual strengths, weaknesses, goals and concerns of team members • Defines and communicates roles and responsibilities and sets clear performance standards and goals • Coaches team members to help improve performance and development • Regularly discusses performance with team members and provides accurate, constructive reviews • Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals • Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

Employees – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Supervisors – are responsible for the application of Council's WHS Policies, procedures within their area of control:

- Demonstrate understanding of, compliance with and adherence to, your obligations, rights and responsibilities under the Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2011 (NSW), including amendments.
- Conduct an induction with all new employees.
- Ensure that all staff under their area of control receive adequate information, instruction and training for the tasks assigned to them.
- Ensure that all relevant PPE is provided and that staff are instructed in the correct use and maintenance of such.
- Ensure staff are aware of all relevant WHS management systems, procedures or any specific workplace hazards applicable to their area of work.
- Ensure that all high risk activities are documented in Safe Work Method Statements and that the directions contained in the statements are complied with.
- Ensure that risk assessments are conducted for all activities prior to the start of any maintenance or construction work.
- Investigate / participate in the investigation of all incidents and accidents and implement preventative and corrective action to prevent a recurrence of the incident.
- Provide leadership and set an example with regard to WHS in the workplace.

- Assist in the development and review of WHS management systems in their area of control.

Officers – are responsible for

- Directing any person under their area of responsibility to comply with Council's WHS Policies and procedures.
- Assigning and controlling allocated resources to resolve WHS issues within the financial allocation of their section.
- Conducting verification activities of the work activities and/or places of work under their area of control to ensure that WHS policies and procedures are being complied with.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks.

Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Leaseback Vehicle

A fully maintained vehicle is available for business and private use on a leaseback arrangement.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.