

POSITION DESCRIPTION

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| Position Title | Open Space Projects Officer |
| Position No. | 674 |
| Position Status | Temporary Full-Time (13 May 2024 until 13 September 2024) |
| Business Unit | Natural Environment and Parks |
| Division | Built and Natural Environment |
| Classification | Band 6 |
| | Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| Date Approved | March 2024 |
| Approved By | General Manager Built and Natural Environment |

WELLINGTON SHIRE COUNCIL VALUES

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| Cooperation | Working together, teamwork, collaboration and being solution-oriented. |
| Integrity | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| Balance | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| Professionalism | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |
| Sustainability | Going above and beyond to demonstrate commitment to leading sustainable practices and encouraging and supporting others to do the same. |

POSITION OBJECTIVE

The Open Space Projects Officer will be responsible for leading work crews and contractors in achieving agreed standards of development for the Shires high profile landscape areas. The primary focus of the role will be project coordination and supervision involving capital works and other special projects as directed by the Coordinator Parks Services. The person will require high level leadership skills to direct and supervise work teams in the implementation of these projects. In addition to the above the position requires a clear understanding of budgets, customer service principles and practices and a high level of customer service provision.

ORGANISATIONAL RELATIONSHIPS

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| Reports to | Coordinator Parks Services |
| Supervises | NIL |
| Internal Liaisons | All other Wellington Shire Council Staff |

External Liaisons Members of the public, contractors, service authorities

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Manage resources to deliver projects and provide advice to clients
- Manage budgets to deliver projects within budget restrictions
- Provide specialist technical advice and design on Open Space projects, including a high level of problem solving to overcome issues as they arise
- Safety of self and others.
- Communication of issues to staff and contractors.
- Efficient and effective carrying out of instructions.
- Quality of work carried out by crews and contractors.
- Quality customer service provision to the community.
- The operation of vehicle and plant in accordance with relevant Acts and Regulations.
- Coordination of Open Space Projects.

Judgement and Decision Making

- Design and delivery of open space projects including Playspace development, hard landscape installation and irrigation systems, budget application and project delivery.
- Ability to independently problem solve during the project planning and delivery
- Apply appropriate horticultural and project management skills in carrying out landscape and horticultural works.
- Assist other crews in carrying out their duties, requiring Horticultural skills.
- Ability to make on-site decisions on maintenance problems.
- Ability to evaluate when routine practices are not viable and to suggest alternative practices.
- Ability to initiate better ways of performing or improving these works and practices.
- Ensure staff and contractors engaged in projects carry out the responsibilities of their position.

Specialist Knowledge and Skills

- Understanding of the Playground safety standards
- Understanding of the community's requirements for functional and engaging Open Spaces
- Sound understanding of the budget process and the ability to manage budgets
- Assist staff in obtaining adequate training both on and off the job for the safe operation of plant and associated equipment.

- Good verbal and written skills.
- Good knowledge of open space maintenance techniques including horticultural and arboriculture requirements as appropriate.
- Good knowledge of materials and other relevant horticultural resources.
- Capable of operating and servicing light mechanical plant.
- Knowledge and understanding of Roadworks Signing Code of Practice.
- Familiarity with Microsoft Office products (desirable).
- Project Management skills.
- Contract and specification development.

Management Skills

- Independent management of contractors
- Develop tender specifications and manage works contracts
- Independent Management of approved works
- Project Budget management
- Preplanning of projects including design, costings and budget applications
- Ability to effectively manage competing priorities in the delivery of multiple projects to meet agreed outcomes
- Provision of strong leadership to a work crew to achieve required objectives.
- Ability to develop works program and to meet prescribed deadlines within the program.
- Ability to coordinate sub-contractors.

Interpersonal Skills

- High level to liaison, communication and cooperation skills to effectively manage community stakeholders, contractors and other Council Departments
- The ability to direct and assist others as a member of a team in a cooperative manner.
- Capable of communicating effectively with a range of stakeholders including the public.
- Good verbal and written skills.
- Leadership qualities.
- Ability to negotiate and mediate.
- Ability to think laterally to assess the works required compared with established practices.

Qualifications and Experience

- Significant practical experience in planning and delivering Open Space capital projects
- A sound understanding of Australian playground safety standards
- Certificate IV in Horticulture is preferable
- Experience in the operation and servicing of light plant
- Familiar with Microsoft office suite of products
- Experience in the maintenance activities associated with open space maintenance.
- Project coordination experience.
- Experience in Specification development.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Current Victorian driver's license.
- Medium rigid Truck License
- Implement a traffic management plan
- Front End Loader Plant Assessment/Conduct wheel loader operations
- Health Monitoring as required (including legislated hearing tests, immunisations, and / or medical examinations as documented in OH&S Management System Section 14 – Work Health Monitoring).

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).
- High level communication skills to enable effective stakeholder management including community and contractors

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.
- Manage competing priorities to ensure effective service delivery

POSITION SPECIFIC - RESPONSIBILITIES

- Coordinate Natural Environment & Parks Unit capital projects and Special Projects within specified timeline and budget constraints.

- Collaboration with other internal WSC Business Units to ensure sound planning and effective project delivery on projects
- Support Parks Units in resolving high level operational issues by providing expert technical advice and coordination of on-ground works
- Manage the administration, co-ordination and supervision of sub-contractors within delegated and defined work areas ensuring that work is carried out in accordance with approved plans and specifications.