

PART 1 – POSITION DETAILS

Position Title	Gardens Supervisor
Position Number	TBA
Division	Environment and Infrastructure
Group	Parks & Recreation
Team	Parks Operations
Salary Grade	G
Reports to	Horticultural Maintenance Coordinator
Hours	76 hours per fortnight
Status	Full time
Date of last review and update	October 2018

NORTHERN BEACHES COUNCIL'S VISION

Delivering the highest quality service, valued and trusted by our community.

DIVISION

Environment and Infrastructure

The Environment & Infrastructure Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Transport and Civil Infrastructure; Parks and Recreation; Property; Natural Environment and Climate Change, Waste Management and Cleansing; and Capital Projects.

PART 2 – BUSINESS UNIT OVERVIEW

Parks and Recreation (P&R) is responsible for maintaining and establishing areas and facilities that add to the community's enjoyment of Council developed spaces and sports fields to encourage and provide for passive and active recreational needs. Parks and Recreation includes the following functions:

- Recreation planning and management
- Reserves and commercial centres maintenance
- Beach Safety
- Tree management
- Asset planning and management
- Business support and management

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

The role of the Gardens Supervisor is to direct and lead maintenance on parks and gardens. The role involves ensuring that Parks and Recreation maintenance programs and services meet specified standards and requirements on an ongoing basis and are delivered in a timely and effective manner. Key emphasis is on the following:

- Articulate and model Council's vision and values.
- Undertaking horticultural maintenance activities and other parks, gardens and sports field maintenance and operational activities.
- Day to day field staff management, including preparation of rosters and schedules.
- WHS management.
- Planning and coordinating plant, equipment and materials.
- Work planning and programming and ensuring services are undertaken and reported in accordance with specified standards.

Key Responsibilities

- Participate in and coordinate gardening teams to maintain parks and gardens to specified standards.
- Responsible for ensuring the completion of work within set time frames and providing a flexible and responsive service.
- Responsible for managing day to day work scheduling, allocation of equipment, machinery and materials
- Coordinate delivery of programs and services with other park maintenance supervisors and teams
- Complete administration and reporting related to staff and work programs in a timely manner, including auditing work and following up on the results.
- Managing Customer Requests from receipt to completion.
- Manage minor projects, budgets and contractors in the delivery of parks and garden maintenance programs

Operational

- Contribute to the operations of the Parks Operations Team within the Parks and Recreation Service to ensure a flexible and responsive service
- Ensure work is carried out in accordance with safety, environmental and other statutory requirements
- Commitment to Teamwork
- Coordinate staff/team to achieve work of the highest standard
- Undertake Toolboxes, mentoring and up skilling of staff
- Responsible for improving the delivery of programmed and reactive work

- Ability to work independently and in a team environment, developing and maintaining co-operative relationships with internal and external stakeholders
- Responsible for managing staff performance
- Participate in business planning and budget development

Business Performance

- Take personal responsibility for behaving in accordance with the organisations' values and directions
- Exercise Workplace, Health, Safety and Rehabilitation responsibility, accountability and authority as outlined in Council's procedures
- Ensure that all Council business is adequately documented in all relevant systems in accordance with appropriate standards, procedures and processes
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities. This will be done through the Business Excellence Framework as the basis for continual improvement and change
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves better practice and strategic objectives

**While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational Requirements and Level of Experience

- Amenity Horticultural Management Qualification Certificate 4 (or higher) and detailed knowledge of plants.
- At least 5 years' experience in managing the delivery of high quality specialised horticultural services in public open space areas.
- Demonstrated extensive experience in the supervision and monitoring of staff.

Skills and Knowledge

- Skills and knowledge in using a wide range of horticultural plant, equipment, and materials.
- Demonstrated experience and commitment to Workplace Health and Safety.
- Practical experience and ability to deliver high quality work within set timeframes and report on progress using computer based systems.
- Ability to develop positive work relationships including motivating team members to achieve high quality results
- Demonstrated commitment to continuous improvement which results in positive change/s in the workplace and service delivery

- Well-developed communication and customer relation skills.
- An ability to plan, organise and prioritise work within teams to meet program scheduling and budget targets.
- Ability to role model Council's values
- Understanding of equal employment opportunities, ethical practice principles and the ability to act with probity at all times
- Ability to measure and report on work completed.
- Practical experience in time management and competing priorities.
- Demonstrated considerable experience in coordinating and delivering projects in the field.
- Demonstrated ability to work unsupervised.
- Current Class C (minimum) NSW Driver's Licence

PART 5 – DESIRABLE CRITERIA

- Experience and knowledge of Local Government
- Experience and knowledge Parks and Sportsfield Maintenance
- Construction White Card
- Chemcert
- Innovative in deployment of the resources of the unit so as to be more competitive
- Knowledge of training needs for operational staff, performance appraisal and assessments