**POsition descriptioN**

|  |  |
| --- | --- |
| POSITION TITLE: | **SUBDIVISION LANDSCAPE WORKS SURVEILLANCE JUNIOR OFFICER** |
| DIVISION: | **CITY PLANNING & PLACES** |
| DEPARTMENT: | **PLANNING & DEVELOPMENT** |
| SECTION: | **SUBDIVISION LANDSCAPE SUPERVISION** |
| CLASSIFICATION: | **BAND 4** |

**POSITION OBJECTIVES:**

The key focus of the position is to develop the skills to execute the objectives listed below with the support of the senior staff in the unit:

* To inspect and supervise subdivisional landscape construction works to ensure a high standard of workmanship and compliance with the Hume Guidelines for the Planning, Design and Construction of Open Space and Council objectives.
* To monitor and audit constructed subdivisional landscapes throughout the maintenance period and ensure landscape assets are established and in good order.
* To co-ordinate the handover of landscape assets from Developers to Council.

**KEY RESPONSIBILITIES AND DUTIES:**

* + 1. **Landscape Construction Supervision/Surveillance**
* Liaise and provide advice to the Landscape Planning Team, developers, their consultants and contractors in relation to the construction of open space and landscaping in new subdivisions, in accordance with Council’s standards, policies and strategies.
* Attend subdivisional pre-commencement meetings and ensure all Landscape Planning objectives and processes are noted and adhered to.
* Undertake inspections during the construction of subdivisional open space and streetscapes and ensure that all landscape infrastructure is constructed in accordance with the approved plans and specifications.
* Undertake regular 3 monthly inspections of open space and streetscapes during the maintenance period, and follow up defects with developers ensuring assets are in good order at handover to Council.
* Co-ordinate the handover of landscape assets to Council, including carrying out pre-handover inspections to ensure that assets are in good order and ready for handover, identifying and notifying developers of defects, inspecting rectifications, organising meetings and administering internal and external handover paperwork.

**2. Landscape Planning Coordination**

* Inform the Landscape Planning Team of any discrepancies or deviation encountered from the plans and specifications and/or the relevant Australian Standards/ Codes and HCC guidelines.
* Ensure that adequate warning signs, fencing, barriers and lights are provided at all times on subdivisional landscape works and the safety of the public is protected.
* Ensure appropriate reports are received and materials checked prior to use in the landscape construction works, such as materials requiring testing and verification (eg topsoil, gravel, mulch, filter media in Raingardens), specific cultivars and indigenous plant species
* Ensure appropriate Building Permits and structural certifications are received and checked prior to works commencing on all structures being constructed as part of landscape works.
* Ensure that all landscape infrastructure associated with subdivisional developments is constructed in accordance with the approved plans and specifications.
* Inform the Landscape Planner and/or Subdivision Landscape Officers of any problem whatsoever encountered on a subdivisional landscape construction project including deviation from plans and specifications and/or non-compliance of materials or practices.
* Keep accurate records of subdivisional landscape works, and approved modifications to works (including, notes, emails, site meeting minutes, certificates and delivery dockets), and file hard and soft copies in the Landscape Planning filing system when the project is put on maintenance.
* Keep accurate records of 3 monthly inspections of landscape projects, and all correspondence with developers and contractors, and file in the Landscape Planning filing system.
* Contribute to the success of the Subdivisions Team through active teamwork, and effective performance of the responsibilities and duties of the position.
1. **Miscellaneous Duties**
* Assist public with respect to technical and general enquires/complaints.
* Investigation, reporting and other duties as directed by the Landscape Planner and consistent with the general requirements of this position.
* Collect and record appropriate data for Council’s asset and playground management systems as required as part of the landscape construction process (e.g built structure, playground soft fall and construction certifications).
* Assist the team with Admin duties as requested.
1. **Appropriate Standards**
* The incumbent is required to be familiar with and keep up to date with: -
* Current trends and developments in the techniques, standards and materials used within the Landscape Construction Industry.
* Current relevant Australian Design and Construction Standards.
* Current policies, guidelines, standards and objectives relevant to the design, and construction of landscape and open space in Hume City Council.

|  |
| --- |
| **ORGANISATIONAL RELATIONSHIPS:** |
| Reports to: | Supervisor Subdivision Landscape Works Surveillance |
| Supervises: | NIL |
| Internal Contacts: | Coordinator Subdivision Engineering and Landscape, Landscape Planner, Subdivision Landscape Officers, Subdivision Engineers, Surveillance and Administration OfficersSustainable Environment DepartmentParks Department |
| External Contacts: | Land DevelopersLandscape Architects & Engineering ConsultantsLandscape & Civil Contractors Statutory Authorities & Government DepartmentsCommunity GroupsResidents |

**ORGANISATIONAL CONTEXT**

**VISION**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

**MISSION**

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

**OUR VALUES**

At Hume City Council, our Values underpin everything that we do.

|  |  |
| --- | --- |
| Icon  Description automatically generated | We’re better, every dayWe give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn. |
| Icon  Description automatically generated | We’re in it togetherAt Hume, everyone matters. We welcome and include all. Respect and safety are expected. |
| Icon  Description automatically generated | We show upWe empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will. |
| Icon  Description automatically generated | All for HumeWe strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do. |

**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

* Following established safe working instructions, procedures and policies.
* Taking reasonable care for their own Work Health and Safety and that of others.
* Seeking assistance when unsure of practices, procedures and policies to perform a task.
* Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
* Actively participating and contributing to inspections, audits, team meetings and training.
* Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

* Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
* Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
* Discuss WHS issues as a part of team meetings.
* Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
* Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
* Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
* Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
* Assist with the implementation of Return to Work Plans.
* Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, polices and strategies.

|  |  |
| --- | --- |
| **POLICE CHECK:**The incumbent must have and maintain a current Police Check  |  |
| **WORKING WITH CHILDREN CHECK:**The incumbent must have and maintain a current Working with Children Check | [ ]  YES [x]  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK*** The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.)
* The incumbent must undergo a Pre-Employment Audio Test
 | [ ]  YES [x]  NO[ ]  YES [x]  NO |
| **PSYCHOMETRIC ASSESSMENT**The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position | [ ]  YES [x]  NO  |
| **OTHER DUTIES**Responsibilities and duties included in this position description are subject to the *Multi‑skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time. |

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

* Displaying and promoting Our Hume Values & Guiding Behaviours
* Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
* Under close supervision of the Landscape Planner, the incumbent is responsible and accountable for the surveillance, implementation and evaluation of landscape plans under section 62 of the Planning and Environment Act.
* The surveillance, implementation and evaluation of the status of landscape development works in relation to section 20 (Statement of Compliance) of the Subdivisions Act 1988.
* Ability to advocating for Council’s objectives in liaison with landscape contractors, developers, landscape architects, consultants and other authorities as directed by the Landscape Planner.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is required to demonstrate the following judgement and decision making skills:

* Ability to analyse site topography and drainage, soils, climate and landscape function, to determine appropriate construction in the implementation of landscape plans.
* Ability to practically apply Council’s strategies, guidelines and objectives in order to achieve appropriate outcomes in relation to open space requirements and retention of remnant vegetation.
* Ability to communicate and influence the opinions of landscape contractors, developers and their consultants in order to implement Council’s objectives.
* Some autonomy is required but guidance and advice is usually available.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

* Knowledge and experience in hard and soft landscape construction works in the context of municipal assets and planning permit applications.
* Ability to maintain and administer effective data and record systems for landscape planning.
* Conceptual, analytical and problem-solving skills in relation to landscape planning, landscape construction, remnant vegetation protection and water sensitive urban design issues.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

* Ability to manage time, establish priorities and meet deadlines.
* Ability to supervise staff including an ability to implement staff training and development and ensure adherence to Equal Employment Opportunity and Occupational Health & Safety policies and procedures.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

* Ability to communicate and liaise effectively with team members, landscape contractors, developers, their consultants, community members and officers of other departments in the administration of well-defined activities.
* Ability to convey detailed technical information in a manner that is readily understood by others.
* Ability to work effectively in a range of cross-functional teams.
* Ability to write reports in field of expertise and prepare external correspondence.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* Relevant experience in landscape construction, supervision and dealing with contractors.
* Minimum diploma level qualification in Horticulture, Landscape Design/Architecture or Landscape Construction.
* Current Victorian Driver’s Licence.

**TASK** **ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Condition/Activity** | **Constant** | **Frequent** | **Occasional** | **N/A** |
| Manual handling weights – above 10kgs | [ ]  | [ ]  | [ ]  | [x]  |
|  – below 10kgs | [ ]  | [ ]  | [x]  | [ ]  |
| Manual handling frequency | [ ]  | [ ]  | [x]  | [ ]  |
| Repetitive manual work | [ ]  | [ ]  | [x]  | [ ]  |
| Repetitive bending/twisting | [ ]  | [ ]  | [x]  | [ ]  |
| Repetitive kneeling/squatting | [ ]  | [ ]  | [x]  | [ ]  |
| Working with arms above head | [ ]  | [ ]  | [ ]  | [x]  |
| Lifting above shoulder height | [ ]  | [ ]  | [x]  | [ ]  |
| Using hand tools – vibration/powered | [ ]  | [ ]  | [ ]  | [x]  |
| Operating precision machinery | [ ]  | [ ]  | [ ]  | [x]  |
| Close inspection work | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing hearing protection | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing eye protection | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing safety shoes/boots (steel cap) / gum boots | [ ]  | [x]  | [ ]  | [ ]  |
| Wearing other relevant PPE | [ ]  | [x]  | [ ]  | [ ]  |
| Working in dusty conditions | [ ]  | [ ]  | [x]  | [ ]  |
| Working in wet/slippery conditions | [ ]  | [ ]  | [x]  | [ ]  |
| Working with chemicals/solvents/detergents | [ ]  | [ ]  | [ ]  | [x]  |
| Washing hands with soap (hygiene) | [x]  | [ ]  | [ ]  | [ ]  |
| Working at heights | [ ]  | [ ]  | [ ]  | [x]  |
| Working in confined spaces | [ ]  | [ ]  | [ ]  | [x]  |
| Working in chillers (+4 degrees C) | [ ]  | [ ]  | [ ]  | [x]  |
| Performing clerical duties | [ ]  | [x]  | [ ]  | [ ]  |
| Working on a keyboard | [ ]  | [x]  | [ ]  | [ ]  |
| Driving cars and/or trucks | [x]  | [ ]  | [ ]  | [ ]  |
| Other (please specify) | [ ]  | [ ]  | [ ]  | [ ]  |
| Other special features (e.g. nature of chemicals, travelling requirements etc): XXXX |

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

|  |
| --- |
| I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein. |
| Name (Please print): |
| Signature: | Date: |

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Working towards diploma level qualifications in Horticulture, Landscape design/architecture, Landscape Construction or a closely related discipline AND/OR substantial experience.
2. Experience in construction supervision and dealing with Contractors.
3. Demonstrated ability to liaise with staff and contractors.
4. Demonstrated ability to manage time, including setting priorities, and planning and organising one’s own work to complete assigned tasks.
5. Good written and verbal communication skills together with the ability to gain trust and resolve problems with a wide range of people from a broad range of backgrounds and cultures.
6. Current Victorian Driver’s Licence.