**POsition descriptioN**

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| POSITION TITLE: | **Parks Asset Management Team Leader** |
| DIVISION: | **Infrastructure & Assets** |
| DEPARTMENT: | **City Parks & Open Spaces** |
| SECTION: | **Parks Asset Management** |
| CLASSIFICATION: | **Band 5** |
| LOCATION: | **Various locations across municipality** |

**POSITION OBJECTIVES:**

* To develop and implement Parks Asset and Infrastructure management and maintenance programs to ensure Hume's City Parks and Open Spaces achieves a high level of amenity, presentation and appearance.
* To develop and supervise a team of staff to ensure a quality service is provided in an efficient and effective manner.
* To lead a team in the delivery of improvement, development, enhancement and asset protection works within Hume's open space.
* To implement all works programs with due regard to financial budget and WH&S obligations.
* To develop and maintain and audit program for Council’s Open Space assets.
* Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time.
* To reactively respond to and delegate works from customer requests in a within a set time frame.

**KEY RESPONSIBILITIES AND DUTIES:**

1. **Develop and implement the scheduling and programming of Parks Asset & Infrastructure Management Maintenance Programs within Hume's Open Space:**
   * Liaise with the Coordinator Parks Asset Management regarding progress of works and the setting of priorities.
   * Collect and analyse data from the works program.
   * Provide advice for seasonal works programs.
   * Lead and supervise Parks Asset Management Crews and assigned Contractors.
   * Maintain stocks of plant, equipment and materials to ensure work groups are adequately resourced.
   * Maintain daily records of plant utilisation.
   * Ensure Park asset management and maintenance information and activity is reported to Coordinator Parks Asset Management as directed.
   * Comply with Council’s organisational policies and procedures including Council’s WHS Policy.
   * Filter works orders through the asset management system. Assigning works orders to the relevant crews, team members and other relevant Council departments.
2. **Assist in the development of minor Capital Works and Park Asset Renewal Projects within Open Space**:
   * Identify potential sites for Park Asset renewal and Enhancement Projects across the Municipality.
   * Engage with and coordinate internal staff, contractors and suppliers to undertake various works across the municipality.
   * Develop concepts and accurately estimate works costing.
   * Implement minor Park Asset Renewal and Capital & Building Maintenance Projects.
   * Ensure all works undertaken are in accordance with the Open Space Development Guidelines, Open Space Strategy and appropriate Australian Standards and Natspec guidelines.
3. **Coordinate, supervise and develop staff and apprentices to ensure quality service is provided:**
   * Ensure staff performs the duties and responsibilities of their position and that all staff have adequate knowledge of the equipment they are to use, including all safety aspects.
   * Identify training needs of staff required for them to carry out their duties and responsibilities.
   * Carry out and collate work groups pre-start checks and work sheets and organise follow up action as required.
   * Implement safe work practices and assist in reviewing and writing reports on hazard/incident/accident investigation and resolution.
   * Conduct inductions for new staff and apprentices
   * Carry out staff performance and development including Quarterly Check Ins and identify training needs.
   * Carry out all works consistent with the Parks Management system.
   * Conduct work site audits of work crews and organising follow up action as required.
   * Liaise with multiple departments to ensure parks and open space issues are resolved to ensure overall presentation is kept at a high standard.
4. **Park Asset protection**

* Act in accordance with the responsibilities of a Council Authorised Officer
* To assist in developing and implementing a periodic inspection program and report on all Open Space Assets.
* To maintain and manage park surveillance equipment and associated data.

1. **Maintenance of Council’s assets, plant and associated equipment:**
   * Operate horticultural plant and other equipment to assist with the maintenance and development of Council’s assets on an as needs basis.
   * Maintain plant and equipment in good working order and ensure vehicles are roadworthy prior to commencement of work.
   * Ensure all Plant and equipment servicing is arranged and undertaken as per fleet item designated frequencies.

* Ensure all pre-start checks are completed prior to the commencement of work and signed off by relevant employees.
* Ensure all plant and equipment utilised by staff is audited for condition to comply with Parks Management System and fleet policies.

1. **Park asset audit program**

* Assist in the capture and maintenance of park asset data.
* Analyse audit results and data to inform maintenance works programs and asset renewal priorities.
* Compile data and raise works requests for any for reported issues from crews, team member and other relevant Council departments through the asset management system.

1. **Improve services, review work practices, procedures and purchase of equipment:**

* Actively participate in meetings to improve service, suggesting innovative ideas and take part in selection of plant items.
* Assist in the gathering of data for performance indicators to assist with effective monitoring of the service.

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| **ORGANISATIONAL RELATIONSHIPS:** | |
| Reports to: | Coordinator Parks Asset Management |
| Supervises: | Parks Asset Management Flying Crew staff and assigned Contractors and Apprentices |
| Internal Contacts: | Manager City Parks and Open Spaces, Coordinators, Administrative staff, Other Council staff |
| External Contacts: | Residents  General Public  Contractors  Government Departments |

**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.

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| Icon  Description automatically generated | We’re better, every day  We 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 together  At Hume, everyone matters. We welcome and include all.  Respect and safety are expected. |
| Icon  Description automatically generated | We show up  We 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 Hume  We 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.

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| **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  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK**  The incumbent must undergo a Pre-Employment Medical Check  Medical  (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test)  **AUDIO TEST** | YES  NO  YES  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  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:**

* 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.
* Developing and implementing Parks Asset & Infrastructure Management maintenance programs. Ensure professional, cost effective and efficient implementation of their works.
* Resolving day-to-day issues that relate to immediate work tasks, including times when unable to obtain advice from Coordinator.
* The financial control of the Parks Asset Management flying crew works delegated by the Coordinator Parks Asset Management.
* The authority and freedom to act is governed by clear objectives and/or budgets with frequent consultations with the Coordinator Parks Asset Management
* This position also provides supervision and direction to the Parks Asset Management flying crew.
* The effect of decisions and actions taken on are always subject to appeal or review by Coordinator Parks Asset Management.
* Act in accordance with the responsibilities of a Council authorised officer.

**JUDGEMENT AND DECISION MAKING:**

* Making decisions based on knowledge and experience that ensure problems and issues related to the position are promptly remedied or reported to appropriate persons.
* Responding to all inquiries in a professional manner and re-directing more specific inquiries as appropriate with guidance and advice usually available from the Coordinator Projects and Infrastructure or other senior Parks staff.

**SPECIALIST KNOWLEDGE AND SKILLS:**

* Proven specialised skills in Parks Asset management and maintenance practices.
* Proven skills and experience leading a team of Park asset maintenance staff.
* Demonstrated knowledge of horticultural, landscape construction and asset protection practices in an Open Space context.
* Demonstrated experience utilising a wide range of computer software applications, including MS Office suite.
* Experience in gathering performance indicators and conducting Audits.
* Understanding and application of quality control techniques relevant to work group function.
* Understanding the long-term goals of the unit and an appreciation of the goals of the wider organisation and an understanding of the relevant policies, regulations within function of the position.
* Demonstrated understanding of Occupational Health and Safety issues affecting a workplace.
* Ability to work within set budgets and timelines.

**MANAGEMENT SKILLS:**

* Ability to manage time, set priorities and plan one’s own work, and that of other employees, to achieve specific and set objectives in a timely and cost-effective manner.
* Proven and demonstrated ability to effectively plan, implement and monitor progress of works programs and projects.
* Demonstrated ability to arrange necessary equipment and plant to carry out allotted tasks.
* Demonstrated leadership and supervision skills applicable to staff.
* An understanding of Occupational Health and Safety legislation and Equal Employment Opportunity principles and the ability to ensure that staff comply with these requirements.
* Demonstrated ability to develop and respond to community and other stakeholder correspondence and enquiries.

**INTERPERSONAL SKILLS:**

* Ability to identify stakeholder needs and expectations, decide the appropriate action and respond accordingly.
* Ability to gain cooperation and communicate, both verbally and in writing, with a broad range of people from diverse backgrounds and cultures.
* Ability to establish a team environment, and to lead and motivate work crews.
* Ability to write reports and prepare routine correspondence.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* The successful completion of a tertiary qualification in Horticulture/Landscape Construction or a closely related discipline and/or significant experience in Open Space Asset Management.
* Proven and demonstrated experience in the supervision of staff and contactors.
* Demonstrated experience in the maintenance, development and protection of open space assets.
* Demonstrated experience and ability to develop correspondence and reports.
* Herbicide Applicators Licence/Chainsaw level one.
* Current Driver’s Licence.
* Truck Driver’s Licence (up to 22.4 Tonne GCM) desirable.

**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.

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

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| 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. The successful completion of a tertiary qualification in Horticulture/ Landscape or a closely related discipline and/or experience in Open Space Management.
2. Demonstrated significant experience in the supervision of staff including a proven and demonstrated ability to lead and motivate others.
3. Relevant experience in horticulture principles and operating equipment relevant to Parks management.
4. Demonstrated experience in the maintenance, development and protection of open space assets.
5. Demonstrated experience in gathering performance indicators and conducting audits.
6. Ability to effectively communicate to a diverse audience utilising excellent oral and written communication skills.
7. Ability to gain cooperation and communicate, both verbally and in writing, with a broad range of people from diverse backgrounds and cultures.
8. Proven and demonstrated ability to effectively plan, implement and monitor progress of works within set timelines and budgets.
9. Current Victorian Driver’s Licence. Truck Driver’s Licence (up to 22.4 Tonne GCM) desirable.