

# Position Description

<b>Position Title</b>	Manager Parks & Environment
<b>Position Number</b>	MAPR01
<b>Directorate</b>	Infrastructure
<b>Business Unit/s</b>	Parks & Streetscapes
<b>Reports to</b>	Director Infrastructure
<b>Classification</b>	Level 10

## Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

## Organisational Vision, Mission Statement and Values

### Vision

A sustainable City with a local focus.

### Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

### Values

The City of Stirling's core values are:



**Approachable**  
We are welcoming, respectful and work collaboratively towards our shared goals.



**Responsive**  
We understand our Community needs and are proactive to achieve positive outcomes.



**Transparent**  
We approach work with integrity and are open in our interactions.



**Innovative**  
We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

## Reporting Relationships

This role reports to the Director Infrastructure and has the following direct reports:

- Service Lead Parks & Streetscapes
- Service Lead Conservation & Wildlife
- Service Lead Urban Greening
- Senior Community Engagement
- Service Lead Open Space Design & Projects
- Business Support (Administration Officer)

## Business Unit Objective

To provide attractive, safe and well-maintained parks, public places and environment for passive and active recreation that enables quality urban life while protecting and conserving the natural environment and amenity for residents.

## Position Overview

The Manager Parks & Environment is responsible for managing the City's Parks and Streetscapes involving all aspects of planning, design and construction of architectural landscape works and the maintenance of open spaces including environmentally significant areas. The Manager ensures that all aspects of the Business Unit operate efficiently and accountably, in accordance with statutory requirements, city policy, management practices, and industry best practices.

The role leads strategic and operational delivery, governance and risk management, financial and resource management, and community and stakeholder engagement to achieve Council and organisational objectives.

## Position Objectives

### Strategic leadership and planning:

- Prepare annual Business Unit plans, progress reports and budgets; actively contribute to corporate and place-based strategic planning
- Provide specialist advice on the strategic direction for parks, reserves and sustainability outcomes.
- Source opportunities for external funding and grants from government and private sector interests to support priority initiatives and special projects.

### Governance, compliance and risk

- Ensure projects, initiatives and operations comply with relevant legislation, regulations, by-laws and Council resolutions
- Identify, manage and report on risks
- Ensure statutory and environmental requirements are embedded in policies and implementation strategies.

### Operational delivery and asset management:

- Lead planning, design and construction works and ongoing maintenance programs
- Develop and direct an effective parks and streetscapes asset management system to provide accurate, up-to-date data to support decision-making and service delivery.

### People leadership

- Set, monitor and review performance objectives
- Provide coaching and guidance
- Build a positive workplace culture consistent with the City's Values and Code of Conduct
- Manage conflicts and address performance issues promptly.

### Financial and resource management

- Manage human, financial and physical resources to meet agreed targets; prepare and implement Business Unit and project budgets
- Monitor performance against budget
- Ensure value-for-money procurement and compliance with purchasing policies and delegations.

### Communication and Community Focus

- Ensure the community and other key stakeholders are appropriately engaged in projects and initiatives in accordance with agreed consultation plans.
- Ensure that all services are provided at the highest level of quality and at minimum cost whilst with a particular focus on customer service.
- Maintains an effective and positive working environment and manages conflicts and differences and resolves problems and promptly addresses performance issues.

- Keeps employees informed and actively encourages the flow of new ideas and information. Shares information within the organisation with the Management Team.
- Builds effective relationships with other Business Unit Managers to enable corporate strategic initiatives to be delivered in accordance with specified requirements.

### **Reporting and representation**

- Prepare management reports and Council submissions
- Represent the Business Unit on committees and in strategic planning forums
- Ensure the Director Infrastructure is kept informed of difficult or sensitive issues and provide recommendations on resolution
- Act for the Director Infrastructure as required.

### **Corporate Responsibilities**

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.

## Selection Criteria

Qualifications/Education Level	
Tertiary qualifications in a relevant subject (e.g. Horticulture / Environmental Science / Environmental Management).	Essential
Knowledge, Skills, Experience & Abilities	
Extensive senior management experience within local government or a similar organisation in an equivalent role.	Essential
Highly developed leadership skills with a track record of building effective teams.	Essential
Highly developed communication skills including verbal presentation skills, meeting skills and report writing skills.	Essential
Demonstrated ability in the formulation and implementation of strategic and operational plans and performance reporting.	Essential
Extensive experience of working in a political environment.	Essential
Financial management skills including budget development and management.	Essential
Extensive practical knowledge and experience of parks services including parks maintenance, urban greening and tree management, turf, irrigation, conservation and wildlife and open space design and project delivery.	Essential
Sound understanding of the importance of amenity to residents and the contribution to residential amenity made by parks and environmental services.	Essential
Sound understanding health and safety in the workplace and a strong commitment to a positive safety culture.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

### Office use only

Position Creation Date	Date	4 April 2021	Officer	
Last reviewed/Modified	Date	26 March 2026	Officer	Director Infrastructure