



# Position Description

<b>Position Title</b>	Horticulture Coordinator
<b>Position Number</b>	3260, 3779
<b>Division</b>	Infrastructure & Open Space
<b>Department</b>	Open Space
<b>Team</b>	Horticulture
<b>Position Status</b>	Full Time
<b>Classification</b>	Band 6
<b>Position Reports to</b>	Team Leader Horticulture
<b>Position Supervises</b>	Horticulture Crew Leaders, Spray Technicians Crew Leader, Apprentice – Horticulture
<b>Date Reviewed</b>	September 2024

## Position Objective

The Horticulture Coordinator is responsible for the daily scheduling of programmed and reactive works across the Horticulture Team. Providing ongoing support to the Team Leader the incumbent will lead the triaging of customer requests and assist in the planning of daily works across the five horticulture teams and the spray crew to ensure works are completed quickly and to a high standard. The role will need to undertake regular OH&S audits to ensure the teams are working safely as well as ensuring high quality horticulture outcomes are being achieved.

## Key Responsibilities

### 1. Leadership and Functional Responsibilities

- Guide and work with crew leaders to ensure workload across programmed and reactive works is manageable.
- Lead the triaging of customer requests, programming these works amongst scheduled works to ensure customer responsiveness whilst maintaining a high work standard.
- Undertake and document regular audits to ensure crews are safe and compliant with Councils OH&S responsibilities and to ensure the quality of our open space horticulture services remains excellent
- Assist with the management of the contractors, undertaking regular performance and OH&S audits, ensuring accurate quality assurance records.
- Work across the various team within the department and organisation working in Kingston's open space to ensure horticulture outcomes are not compromised
- Coordinate scheduled and reactive works within the \$3.5M budget as directed by the Team Leader

## 2. Staff and Organisational Leadership

- Assist the Team Leader to provide guidance, motivate and develop the members of the Horticulture team
- Coordinate the work programs of the staff that report to the position
- Coach, mentor and model behaviours to guide the professional development of other staff

## 3. Relationship Management

- Develop and maintain positive relationships with key internal and external customers to deliver outcomes aligned to the departmental and organisation objectives.
- Develop and maintain a culture within the team of working across the department in delivering high quality open spaces, reporting issues and checking in with others
- Supporting Council's relationship with the Open Space Mowing contractor

## 4. Continuous Improvement and Innovation

- Actively contribute to the development of policies and processes to enhance service delivery based upon a continuous improvement philosophy.
- Support in the identification of opportunities and implement outcomes for innovation through program delivery, partnerships and processes/procedures.
- Ensure best practice approach to contemporary horticulture services
- Ensure Council is compliant with current OH&S and work safe practices

## Position Requirements

### 1. Accountability and Extent of Authority

The incumbent is financially responsible for:

- Financial transactions up to \$10,000 within the Horticulture Team.

The incumbent has delegated authority for:

- NIL

The incumbent is responsible and accountable for:

- Supporting the Horticulture Team to deliver high quality, beautiful, safe and welcoming open spaces
- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives.
- The effect of decisions and actions taken is usually limited to the quality or cost of the programs and projects being managed.
- Required to have input into the development of policies within their area of expertise.

### 2. Judgment and Decision Making

The incumbent is accountable for:

- Assisting the Team Leader to ensure compliance, mainly through undertaking audits
- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.

- Guidance and advice are usually available.

### 3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Contemporary horticulture practices
- Workload / roster scheduling
- IT systems including mobile work scheduling technology
- An understanding of the long-term goals of the horticultural team and the wider Open Spaces Department and of the relevant policies of both the department and the wider organisation
- Requires a familiarity with relevant budgeting techniques.

### 4. Management Skills

The following management skills are required to be utilised:

- Ability to manage time, set priorities, plan, and organise one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contractor management (including OH&S)
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees' development.

### 5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Exceptional verbal and written communication skills
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with other staff both internally and externally to resolve problems.

### 6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Tertiary qualifications in Horticulture, Open Space with some relevant experience, or less formal qualifications with relevant demonstrated experience

## Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<p><b>Values and Behaviours</b></p>	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> <li>• We make a difference</li> <li>• We show care and respect</li> <li>• We take pride in our work</li> </ul>
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	<ul style="list-style-type: none"> <li>We are better together</li> </ul>
<b>Safe Workplace Actions</b>	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
<b>Policies and Procedures</b>	The responsibilities of this position are completed in line with all council policies related to the position.
<b>Legislative Framework</b>	The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.
<b>Equal Opportunity and Child Safe Standards</b>	<p>The City of Kingston is an equal opportunity and child safe employer.</p> <p>The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best. Kingston Council values diversity of lived experience and the positive impact this can have on outcomes for the Kingston community and activity supports employees from all backgrounds, identities, and experiences such as Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.</p>

## Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Hold and maintain a Working with Children Check
- Pre-employment health Declaration
- Driver's License valid in Victoria

## Inherent Requirements

**Category B** – Desk based / General administration role - This role has been assessed as a low-level manual handling and low risk role. It requires each applicant to complete the Health Declaration form. Please refer to the attached Job Task Analysis (JTA) for further information about the inherent requirements of the role.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

## 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.