

Position Description

Position Title:	Coordinator Parks
Position Number:	OPS424
Department:	Asset Maintenance
Reports To:	Operations Manager
Supervises:	<ul style="list-style-type: none"> • 2 x Team Leader Parks • 1 x Team Leader Assets

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Asset Maintenance department is responsible for the maintenance and renewal of Council's assets throughout the region. The areas of responsibility are primarily Roads and Drains, Parks, Cleansing, Construction, Fleet and Building and Facilities infrastructure. The Asset Maintenance department is one of the largest departments within Council, maintaining essential community infrastructure across the Moreton Bay region.

Position Purpose

The Coordinator Parks is a critical role responsible for delivering quality outcomes in the highly visual natural and embellished spaces used by our residents, visited by day trippers and holiday makers to our region.

Reporting to the Operations Manager, the Coordinator Parks will be responsible for the delivery of parks maintenance services across the region. This includes the management and coordination of maintenance works such as - parks mowing, horticulture, street scaping, tree maintenance, natural area maintenance, beach and foreshore management. These works are undertaken by both internal teams and contracted services.

The position is responsible for team management, recruitment, planning, policy development, contractor management along with financial control of the department.

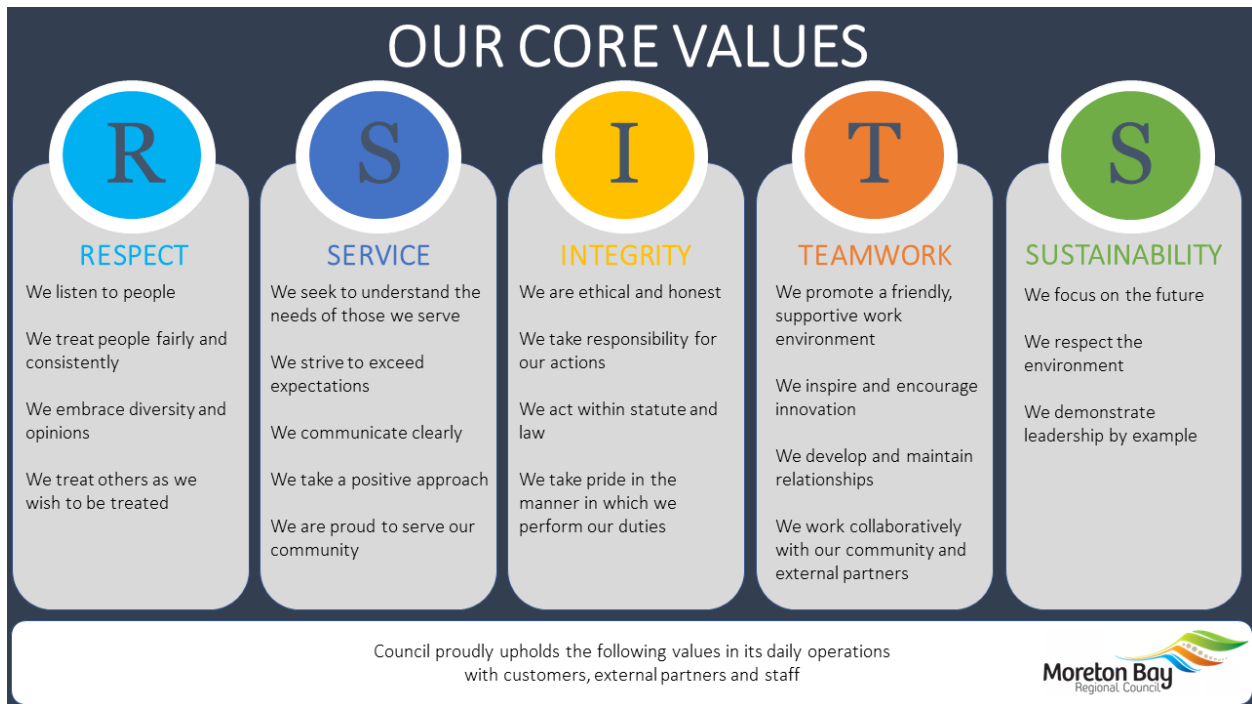
This position is also responsible for working with the Councillors as representatives of the community.

With Moreton Bay's population expected to grow significantly over the next two decades, the Coordinator Parks will continue to develop and implement process and policy that see Moreton Bay continue to provide exceptional outcomes for the ratepayers of, and visitors to our region.

Specific Accountabilities

Description
Leadership and Planning
Coordinate and lead the team, providing excellent support for staff and the executive management team alike.
Develop and implement strategies to give continual improvement in all facets of operational maintenance.
Identify emerging technology and maintenance practices to better manage assets from a maintenance perspective.
Organising and Operating
Coordinate the delivery of open space maintenance activities across the region, within the budget and time frameworks.

Monitor and review the department's performance against the Council's Corporate and Operational Plans.
Develop and implement multi-year operational budgets, including annual asset maintenance budgets, asset improvement budget forecasting, total asset cost of life estimation and planning.
Work on and assist with continual review processes for example - new systems, fleet designs etc.
Workforce Capability
Contribute to recruitment, induction, training and performance management of staff within the team.
Ensure that all staff are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites relevant to your team are well understood by staff.
Deal with discipline issues and/or staffing complaints quickly and impartially, referring them to senior management as appropriate.
Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence effectively address any staffing issues, communicating regularly with the teams and building commitment to service performance improvement.
Quality and Compliance
Coordination of quality maintenance outcomes in all open space areas, bringing together the best of - staff management, teamwork and high-level supervision to ensure goals and milestones are met in line with departmental key performance indicators.
Ensure team members comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department.
Proactively develop and provide professional advice to the Coordinator Operations & Senior Management Team, relating to the department.
Contribute to identification and management of risks applicable to the team and ensure that staff understand key risks facing the team and how they should be managed.
Community Development and Stakeholder Relations
Work in partnership with other departments to ensure efficient and best in class outcomes in relation to asset maintenance of open spaces.
Contribute to stakeholder & community consultation on services, enhancements and issues of concern.
Constructively deal with any customer service/complaints referred for action or investigation.



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: ~ 170 FTE, through 3 direct reporting Team Leaders
Section or program budget: ~ \$17M

Decision Making Authority

Policy: Interprets and applies policies

Staffing: Mentor and develop staff; oversight performance management systems across the Department and work with People, Culture and Safety to deal with any escalated industrial/discipline or safety issues

Delegations: Delegations under the *Local Government Act* and as directed and published in Council's *Delegations Register*

Knowledge, Experience, Qualifications and Attributes

- Degree in Horticulture or related tertiary studies, and/or significant relevant experience.
- Extensive experience in a leadership position of asset maintenance services, with clear evidence of abilities in team management.
- Proven experience in open space management in a fast-paced environment, particularly open space, trees, parks and foreshore assets.
- Demonstrated ability to self-motivate and work both independently, as well as collaborate with key stake holders to achieve work targets and objectives effectively and efficiently.
- Highly developed oral and written communication skills to prepare advice, reports and correspondence.
- Proven ability to manage budgets including forecasting and operational cost benefit reviews.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____