



Parks Team Leader

Section: Public Domain & Services

Salary point: 12

Position number: PSC844, PSC846, PSC847, PSC848

Last updated: 14 April 2025

Position objectives

To lead and engage a highly motivated parks team to plan and deliver safe, cost effective and high quality Parks maintenance services and project works consistent with Councils values and the Australian Business Excellence principles.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Leading, coaching and mentoring the performance of a highly motivated team of council staff, volunteers and contractors in consultation with the Parks Facilities & Services Officer
- Engage in positive staff and customer interactions while assessing and implementing effective performance management techniques as per Councils Code of Conduct and Customer Service Charter
- Planning, organising and deploying service level agreement schedules in accordance with the organisations business management and enterprise risk systems
- Actively manage the deployment of operational resources including plant, labour & materials in consultation with the Parks Facilities & Services Officer

- Provide technical advice and estimates and assist with scheduling of project works including on-site contractor management
- Developing opportunities for the improvement of systems and processes in consultation with the Parks team and report findings to the Parks Facilities & Services Officer
- Execute effective Integrated Risk Management techniques including Level 1 Environmental assessments

Key accountabilities

- Monthly scheduling and daily supervision of a Parks team undertaking levels of service duties or for work requiring independence in the application of skills, subject to routine supervision
- The position completes tasks requiring specialised technical/administrative skills or coordinates a Parks team which uses staff and other resources
- May be required to provide a specialist technical service or advice and complete works that has elements of complexity

Extent of authority

- The role is governed by clear objectives and is authorised to apply supervisory skills in the communication of instructions, training and checking of work
- Determining daily priority needs and adapting work scheduling and utilisation of team resources to changing circumstances to achieve required outputs, outcomes and quality assurance

Judgement and decision making

- Tasks are performed in accordance with well established procedures and work programs can be determined within established priorities
- Established procedures or rules occasionally do not cover the situation faced with the individual expected to discriminate between courses of action with a limited number of options
- Typical thinking at this level includes quantification of resources needed to meet operational targets and supporting investigations of claims where information is unclear or incomplete. Scheduling, organising, planning, coaching and teaching are tasks typically undertaken at this level

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Understanding of the Australian Business Excellence philosophy
- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety

Interpersonal

- Proven ability to communicate positively to customers and community groups
- Exhibit behaviours consistent with Council's Values -Respect, Integrity, Teamwork, Excellence, and Safety
- Demonstrated communication abilities to lead and motivate others to cooperate
- Willingness to engage others constructively in the resolution of conflict
- Demonstrated commitment to life- long learning

Qualifications and Experience

- Extensive experience in the delivery of maintenance programs and capital works projects for recreational facilities including parks, sports, foreshores & waterways
- Trade Certificate in field of Horticulture and equivalent or satisfactorily completing with demonstrated ability to provide specialist advice and apply technical knowledge and expertise to the maintenance of recreation facilities programs including irrigation, trees, playgrounds, surfaces, garden beds / landscaped areas and waterfronts
- Demonstrated ability to actively co-manage the performance and undertake performance reviews of team members in consultation with the Parks Facilities & Services Officer
- Demonstrated communication skills including written and spoken and ability to undertake administration activities as required and undertake all physical aspects of on grounds operational works
- Demonstrated competence in Risk Management practices including developing, delivering and documentation of hazard identifications, risk assessments including Environmental Assessment Level 1, incident investigations and site specific inductions
- Proven ability to operate, maintain and coach team members to safely use horticultural machinery including specialised equipment

- Possess or have the ability to obtain accreditations and other skills as required by best industry practice or legislation to act in the role such as WorkCover General Construction Induction, RMS Apply Traffic Control Plans, Safe Work Near Power Lines, ChemUse Certificate, First Aid Certificate, Current LR Drivers Licence and Plant Operation (Front Loader)

Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources	Workforce leadership
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts	• Manage and develop people • Inspire direction and purpose • Optimise workforce contribution • Lead and manage change

Position description approval

Employee

Date