

## POSITION DESCRIPTION

POSITION TITLE	Coordinator Parks Operations
DIRECTORATE - SECTION	Asset Services – Parks & Environment
LEVEL - EBA	7/8 - Salaried
RESPONSIBLE TO	Manager Parks & Environment

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

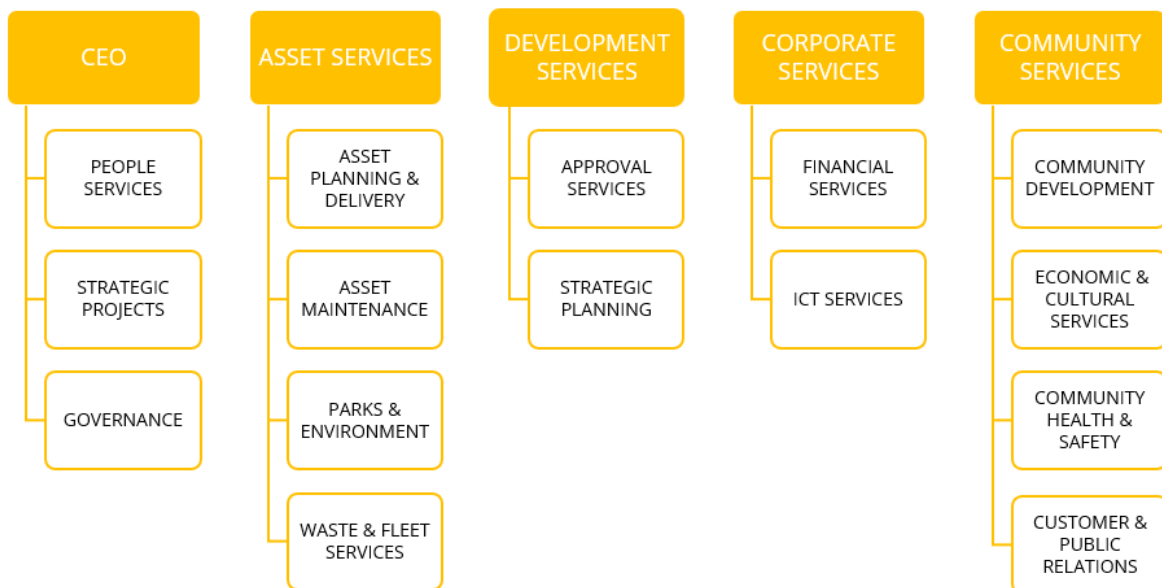
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Assist the Manager Parks & Environment to deliver programs and projects for the effective and efficient coordination and management of parks, streetscapes and associated infrastructure. The position will deliver strategic outcomes and organisational goals as directed by relevant organisational strategies and plans.

## KEY RESULT AREAS

### SERVICE DELIVERY

- Align Parks Operational Programs with City's Corporate Business Plan and Strategic Actions.
- Ensure that services are delivered within scope, budget and expected timeframes.
- Ensure the service delivery area maintains a high level of customer service across all activities and projects.
- Management of service delivery maintaining a high level of customer service across all activities and projects.

### ORGANISATIONAL SUPPORT

- Provide high quality advice to the executive, senior management group (Manager/Director/CEO) and internal stakeholders in a timely and professional manner.
- Prepare detailed correspondence, technical and information briefing papers, reports, business plans and strategic documents.
- Provide support to the Manager Parks & Environment and Director Asset Services.

### FINANCE

- Monitor budget to ensure programs are completed with allocated budgets.
- Provide input to the Manager Parks & Environment on the development of annual maintenance (OPEX) and capital works (CAPEX) programs and projects.
- Ensure the procurement of goods and services is done according to the City's policies and procedures.

### STAFF MANAGEMENT

- Provide leadership to staff within the service delivery area to meet the City's organisational values.
- Provide mentoring and coaching to staff.
- Ensure all staff related documentation required for the proper administration of the Unit is completed accurately and on-time, including timecards/timesheets, leave forms, incident reports, annual performance reviews (PES), position descriptions, staff performance, career development, recruitment and Interplan.

### CONTRACT ADMINISTRATION

- Responsible for the administration and management of contracts with external providers in accordance with the City's contract management policies and procedures.
- Draft contract specifications and manage contractor performance against specifications, in terms of quality standards, cost and timeliness.

## **WORKPLACE HEALTH AND SAFETY**

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- Demonstrated experience in managing public parks, streetscapes, contracts and contractors, staff and budgets is essential.
- Possession or progress towards a Diploma or Advanced Diploma in Horticulture
- Tertiary qualification in horticulture or related field is highly desirable.

## **SELECTION CRITERIA**

1. Previous experience in a similar role within local government or a similarly structured organisation.
2. Demonstrated skills in contract administration and management, including tender preparation and contractor performance management.
3. Demonstrated experience in procuring goods and services within policy and guideline frameworks.
4. Demonstrated experience with budget preparation and management.
5. Highly developed interpersonal skills, including a demonstrated high level of social and emotional intelligence enabling negotiation and conflict resolution.
6. Working knowledge of Arboriculture and Turf Management, including large scale infield irrigation systems.
7. Demonstrated ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
8. Demonstrated experience in the supervision and development of staff.
9. Ability to Align Parks Operational Programs with City's Corporate Business Plan and Strategic Actions
10. Ability to use computers to research, analyse data, draft technical reports and detailed correspondence.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Intermittent sitting (during driving) and standing/bending/trunk rotation.
- Climbing in & out of vehicles (including trucks), accessing toolboxes and back of vehicle for equipment.
- Driving, repetitive walking, squatting, kneeling, bending, standing, and negotiating uneven ground (creek lines, reserves) and level surfaces (sporting ovals) simultaneously.

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Parks & Environment  
DATE PD REVIEWED/APPROVED: 26 September 2024

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