Position Description

POSITION	Open Space Technical Officer
REPORTS TO	Manager Open Space and Facilities
DIRECTORATE	Infrastructure Services
BRANCH	Open Space and Facilities
CLASSIFICATION	Grade 10
STAFF	Supervisor Bush Regeneration
CONTACTS	**Internal** General Management and staff at all levels **External** Customers Consultants Contractors Government Departments Community Organisations

Position Objective

Provide technical expertise and delivery of agreed innovative improvement programs into Open Space service delivery.

Provide technical and administrative advice relating to Horticulture, Arboriculture, Sportsfield and Bushfire management across the whole Open Space team.

Provide technical, administrative and collaborative guidance to the Bush Regeneration team and direct technical support across the whole Open Space team.

To deliver nominated services and infrastructure projects efficiently in accordance with agreed standards, targets and objectives, including high level horticulture and plant selection advice.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



We lead with enthusiasm and purpose



We are open, honest and respectful



We foster wellbeing and creativity



We achieve our goals and succeed together

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.
- Attend internal, interdepartmental and interagency meetings where specialist knowledge can be provided.

Operations Management

- Provide timely, accurate, professional, technical assistance and communication to Council, staff and the community on parks and public infrastructure construction and maintenance matters.
- Provide expertise and advice on Council trees and plant selection for internal and external projects.
- Inspect, analyse and arrange control of tree defects, pest and weed and Bushfire risk problems as reported by staff or the Public.
- Liaise with contractors and sporting clubs to ensure continual improvements are made to playing fields and related facilities, including annual renovation maintenance programs, pest reduction and project management of sports field upgrades.
- Work with staff, consultants, contractors and the community to achieve practical and sustainable park and recreational projects. Source suppliers and contractors and document their procurement. Monitor and manage project specific budgets.
- Develop and monitor projects to ensure best practice is used and long-term maintenance is considered in work programs.
- Develop planting, furniture and material palette for each precinct, village and town in consultation with key stakeholders and provide technical expertise and guidance into urban streetscape maintenance plans.
- Periodically review and provide input into Councils Development Control Plan and relevant policy on plant species selection.
- Work with consultants in developing landscape plans and updated plans of management for sports fields, parks and cemeteries.
- Aspire to reduction in herbicide use through development of best practice and use of appropriate alternatives.
- Provide training to staff and volunteers as appropriate.

- Provide support and resourcing to Councils Bush Regeneration team within budget allocations.
- Remain up to date with relevant legislation, science and asset development.
- Remain up to date with legislative changes having an impact on the key responsibilities of the position. E.g. Pesticide Notification, The Trees Act.
- Develop, implement and monitor key performance indicators to assess operational performance and recommend service delivery improvements.
- Assist with the implementation and management of an integrated Asset Management System for long term sustainable infrastructure development and management.
- Complete construction and maintenance works for parks and ancillary projects within defined costs and budget constraints, where required.
- Provide monthly reports on actual performance of the teams against budget for capital and maintenance expenditures. I
- Assist to implement Council's asset management program by providing required data relating to parks and public infrastructure maintenance.
- Provide a high level of customer service in the areas of parks and public infrastructure and ensure systems are in place to address public complaints in a timely and effective manner.
- Ensure compliance with and provide feedback on developed Occupational Health and Safety systems for all activities related to parks, public infrastructure, general construction and maintenance.
- Ensure all relevant legislation is complied with, public risk is minimised and due diligence is exercised.
- Exercise delegated authority in a timely and professional manner.
- Provide professional leadership and direction for staff in accordance with the principles of Equal Employment Opportunity, and corporate polices.
- Contribute to the development, implementation and review of workplace health and safety procedures and practices which protect and safeguard the health and safety of Council staff, the community and the environment.
- Ensure regular review of staff performance against developed criteria and agreed work objectives and develop programs for staff to improve their performance, effectiveness and job satisfaction.
- Provide quality services in parks and public infrastructure construction and maintenance.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.
- Assist with the development of project as well as annual budgets.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Ensure effective and equitable leadership and supervision of staff.
- Apply human resources policies and procedures.
- Promote and lead the team to create a high morale, team oriented, customer-focussed environment.
- Monitor and review performance of staff in accordance with Council's staff performance management systems and processes and develop programs for staff to improve performance effectiveness and job satisfaction.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are always followed.
- Report all risks, hazards, incidents and injuries immediately to Manager.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Qualifications in Horticulture, Arboriculture, Landscape Management, or equivalent demonstrated experience.

Experience

- Proven experience in a discipline that relates to the role, including Arboriculture, Horticulture, Sportsfield Management, Landscape Management, Bushfire Management, Bush Regeneration.
- Experience in providing high level technical advice on the Infrastructure Services suite of assets to both internal staff and the community.
- Proven experience in parks and small scale public infrastructure construction and maintenance and project management, including associated budgets.
- Proven experience in managing people to achieve successful outcomes.
- Proven experience in responding to customer fault report generated workload.

Knowledge

- Sound knowledge of Arboriculture, Horticultural and Ecological Restoration principles.
- Knowledge of project, contract and consultancy management principles and practices.
- Knowledge and/or experience in aspects of community consultation.
- Knowledge of Local Government procedures.

Competencies

Demonstrated ability to:

- Negotiate to resolve conflict and issues within a hectic operational environment, especially in relation to tree and weed control advice to community.
- Effectively communicate with and co-operatively lead trade and maintenance sector work groups.
- Undertake detailed analysis of multi-faceted problems and make recommendations on planning and management options and technical solutions.
- Provide high level expertise in one or more of the following disciplines – Arboriculture, Horticulture, Sportsturf management, Ecological Restoration, Bushfire management.
- Effectively supervise parks and public infrastructure, construction and maintenance.
- Produce high quality written reports and documentation.
- Create a cohesive and competitive team.
- Produce quality work within agreed timeframes in an environment of community consultation and collective decision making.
- Apply competent budget, financial and time management skills.
- Computer literate within a Windows environment including Microsoft Project and ARC GIS.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.
- Analyse complex information and make sound recommendations.

Selection Criteria

Essential Criteria

- Relevant Tertiary qualifications in Horticulture, Arboriculture, Landscape Management, or equivalent demonstrated experience.
- Demonstrated experience in managing people with a proven ability to create a cohesive team focussed on delivering quality service.
- Demonstrated experience in Horticulture and Landscape management particularly within parks and public infrastructure construction and maintenance environment.
- Demonstrated ability to work unsupervised and within established procedures and systems as part of a multi-skilled team with well-developed organisational skills and an ability to plan and prioritise multiple projects whilst consistently meeting agreed deadlines.
- Demonstrated well-developed analytical, problem-solving skills, and a track record of success in providing advice to a diverse internal and external customer base.
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint).
- Current Drivers License.

Preferred Criteria

- Work Cover General Induction for Construction Work in NSW.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT: _____

SIGNATURE: _____

SUPERVISOR: Manager Open Space and Facilities

SIGNATURE: _____

People and Culture use:

National Criminal History Check ☐ *Working with Children Clearance* ☐

Functional Health Assessment ☐ *Immunisations* ☐