

Melton City Council

# Coordinator Parks and Open Space

Position Description

PD: 00690

A welcoming and liveable  
City accessible to all

## 1. Position details

|                         |                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------|
| Position Title          | Coordinator Parks and Open Space                                                                  |
| Directorate             | City Delivery                                                                                     |
| Business Unit           | Operations                                                                                        |
| Position Classification | Band 8                                                                                            |
| Enterprise Agreement    | Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement. |

## 2. Organisational relationships

|                   |                                                                                                                                                                                                                                                                                                               |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reports to        | Manager Operations                                                                                                                                                                                                                                                                                            |
| Supervises        | Team Leader Parks<br>Parks Officers<br>Team Leader Open Space Improvement<br>Open Space Improvement Team Members<br>Turf Specialist<br>Sportsground Project Officer<br>Urban Foresters<br>Senior Land Management Officer<br>Administration Support Officer – Parks<br>Customer Liaison – Parks and Open Space |
| Internal liaisons | <ul style="list-style-type: none"><li>• All Council departments</li><li>• Councillors</li></ul>                                                                                                                                                                                                               |
| External liaisons | <ul style="list-style-type: none"><li>• Contractors</li><li>• Service authorities</li><li>• State Government authorities</li><li>• Land developers</li><li>• Sporting clubs and community groups</li><li>• Industry associations and peak bodies</li><li>• General public</li></ul>                           |

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is



responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### **3. Melton City Council Policies and Procedures**

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

### **4. Child Safe Environment**

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

### **5. General Information**

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## **4. Position objectives**

- Provide strong leadership to the Parks and Open Space team including mentoring, team building and ensuring service delivery in line with Council's established strategies, plans, policies, procedures and budgets.
- Oversee contract management of all parks and open space maintenance services and minor capital works projects, including oversight of multiple major maintenance contracts.

## **5. Key responsibility areas**

- Effectively lead the Parks and Open Space unit to ensure the team is delivering on business objectives, and that employee development and engagement is maximised. Timely management of all relevant people processes is also required.
- Coordinate the supervision and administration of the major maintenance contracts for parks and open space, trees and sportsground maintenance, ensuring a documented contract management plan is followed, including monitoring compliance and performance.
- Develop and coordinate the delivery of recurrent maintenance programs and minor capital works programs for parks and open spaces, trees, sportsgrounds and environmental reserves.
- Resolve escalated customer requests and enquiries in line with Council's policies and procedures.
- Prepare and submit Council's annual Vegetation Management Plan (Electric Line Clearance Program) to the Office of the Chief Electrical Inspector for approval.
- Coordinate Council's asset management activities for open space assets and assist in the development and review of strategic documentation in collaboration with other stakeholders.
- Perform the role as one of Council's Deputy Municipal Emergency Management Officers (MEMO) including participation in a roster system for on-call MEMO function and member of Municipal Emergency Management Planning Committee as required.

- Read, understand, comply with and uphold Melton City Council's values and the Code of Conduct, which are subject to change from time to time.
- Read, understand, comply with and uphold all relevant policies, procedures, regulations and guidelines, which are subject to change from time to time.
- Other duties as required and/or directed.

## 6. Accountability and extent of authority

- The freedom to act is governed by broad goals, policies and budgets, and subject to regular reporting mechanisms.
- Decisions and actions taken may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.
- Responsible for planning and coordinating appropriate development for the team.
- Direct contractors in the performance of their duties within delegations as the Council's authorised representative.
- Responsible for managing resources, including other employees.
- Responsible for budget preparation and the planning, review and monitoring of expenditure as approved by the Manager.
- Represent Council at various meetings, networks, working groups or forums.
- Develop, review and interpret Council policies with respect to the functions of this role and the broader Parks and Open Space Unit.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

## 7. Judgement and decision making

- Objectives of the work are often broadly defined.
- Methods, procedures and processes to complete the work are less well defined and employees are expected to contribute to their development and adaptation.
- Problem solving is a key component of the role. The work will typically require the identification, development and analysis of an unspecified range of options before a choice can be made. New or improved approaches are regularly required.

## 8. Specialist skills and knowledge

- Proven leadership experience, preferably in a parks and open space environment.
- Specialist technical knowledge related to the maintenance of parks, open spaces, recreation reserves, playgrounds, sporting ovals or trees.
- Proven experience in managing large service-based contracts.
- Experience in delivering projects in accordance with approved project plans, frameworks and budgets.
- Familiarity with relevant budgeting techniques.
- Comprehensive understanding of the underlying principles of asset renewal and maintenance techniques for parks and open space assets.
- Well-developed community liaison skills.

- Maintain a working knowledge of industry best practice, changes in legislation and other pertinent matters arising in the open space industry to reduce risk to the organisation.

## 9. Management skills

- Requires skills managing time, setting priorities and planning and organising one's own work, and that of a large and significantly experienced team.
- Required to understand and implement a range of personnel practices and policies, which may include awards, EEO policy, health and safety policy, recruitment and selection procedures and techniques, position descriptions and employee development schemes.
- Required to contribute to the development and implementation of long term staffing strategies for roles under their supervision.
- Requires the management skills to achieve objectives and goals for a team or unit, taking account of organisational and external constraints and opportunities.

## 10. Interpersonal skills

- Requires strong verbal communication skills.
- Requires strong communication skills to write detailed and non-standard reports and correspondence, and the comprehension skills to interpret, proof-read and review detailed reports and written material of others.
- Requires the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations.
- Must be able to liaise effectively with their counterparts in other organisations to discuss and resolve specialist problems, and with other employees within their own organisation to resolve intra-organisational problems.
- Must be able to lead, motivate and develop other employees.

## 11. Qualifications and experience

- A tertiary qualification in horticulture, arboriculture, turf management or nature resource management or a related discipline, or extensive relevant experience in managing public open space.
- Extensive leadership experience leading large, multi-disciplinary teams, preferably in an operational environment.
- Proven experience in developing, procuring and managing large service-based contracts.
- Current Victorian drivers licence required.

## 12. Key Selection Criteria

1. A tertiary qualification in horticulture, arboriculture, turf management or nature resource management or a related discipline, or extensive relevant experience in managing public open space.
2. Extensive leadership experience leading large, multi-disciplinary teams, preferably in an operational environment.
3. Proven experience in developing, procuring and managing large service-based contracts.
4. Strong customer service skills, with the ability to deliver technical information in plain language.
5. Experience in delivering projects in accordance with approved project plans, frameworks and budgets.



*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

\_\_\_\_\_  
Director City Delivery  
\_\_\_\_\_  
Approved by Position Title

\_\_\_\_\_  
May 2026  
\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Incumbent's name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

