



Position Description

Team Leader – Reserve & Sportsfields

Division	Environment & Open Space
Business Unit	Parks & Open Space
Grade	NB E
Job Code	JC00449

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division

Environment & Open Space

The Environment & Open Space Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Environment & Resilience, Waste Management & Cleansing and Parks & Open Space.

Business Unit

Parks & Open Space

The Parks & Open Space Team is responsible for customer focused and sustainable management, planning, development and maintenance of Council's Open Spaces including sportsgrounds, parks, reserves and associated recreation facilities. The group includes the following teams: Recreation Planning, Park Assets and Delivery, Tree Management, Parks Operations, Business Operations.

Primary Purpose of the Position

The role of the Team Leader, Reserves & Sports fields is to lead a team in the delivery of planned and reactive maintenance programs for Reserves & Sportsfields ensuring Northern Beaches Council assets are maintained to the highest standards.

Key Accountabilities

- Actively lead staff and monitor contractors maintaining Reserves & Sportsfield assets safely and efficiently to approved service levels
- Communicate with internal and external stakeholders enhancing collaboration and driving positive results
- Identify & prioritise competing customer expectations to deliver effective maintenance programs on time and within approved budgets
- Maintain WHS&E standards ensuring compliance against relevant Statutory Regulations
- Lead by example, encourage and support a positive Team culture
- Communicate with our customers to efficiently resolve requests and contribute to a positive customer experience

Key Challenges

- Deliver high volume workloads with competing priorities
- Effectively Supervise a Team with varied skills and experience

Key Internal Relationships

Who	Why
Parks Open Space Team	• Support, provide feedback and contribute to positive Customer focused experience

Key External Relationships

Who	Why
External Customers	• Provide excellent customer service and communication to ensure requests are dealt with efficiently and effectively



Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Reserves & Sportsfield Supervisor

Direct Reports

- 5

Budget

- N/A

Essential Criteria

- Turf Management Qualification or relevant trade qualification and detailed knowledge of Turf Maintenance activities.
- Significant experience in managing the delivery of high-quality Playing surfaces and maintenance in public open space areas.
- Demonstrated experience in the supervision and monitoring of staff.
- Ability to use computer based systems
- Demonstrated ability to work unsupervised
- AQF 3 – Chemical certification
- Chainsaw Competency Certification
- Current Class C (minimum) NSW Driver's Licence.

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.”

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Intermediate	Manage Self
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Foundational	
	Demonstrate Accountability	Intermediate	
 Relationships	Communicate and Engage	Intermediate	Community and Customer Focus
	Community and Customer Focus	Intermediate	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Intermediate	Deliver Results
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Intermediate	
 Resources	Finance	Foundational	Assets and Tools
	Assets and Tools	Foundational	
	Technology and Information	Foundational	
	Procurements and Contracts	Foundational	

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	Understands what needs to be done and steps up to do it Pursues own and team goals with drive and commitment Shows awareness of own strengths and weaknesses Asks for feedback from colleagues and stakeholders Makes the most of opportunities to learn and apply new skills
Relationships Community and Customer Focus	Intermediate	Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs
Results Deliver Results	Intermediate	Takes the initiative to progress own and team work tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and on budget
Resources Assets and Tools	Foundational	Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets