



Position Description

Team Member, Commercial Centres

Division	Environment & Open Space
Business Unit	Parks & Open Space
Grade	NB C
Job Code	JC00469

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

Business Unit



Primary Purpose of the Position

The role of Team Member, Commercial Centres is to participate in the delivery of planned and reactive landscape maintenance activities across Commercial Centres areas including related infrastructure.

Key Accountabilities

- Operate a range of Landscape Construction and Horticultural maintenance equipment safely, for the provision of operational service delivery.
- Autonomously or in a team deliver planned and reactive maintenance tasks to Commercial Centre Assets ensuring well maintained open spaces.
- Complete administration tasks using computer-based systems contributing to the organisations Reporting and Asset Management Systems
- Maintain WHS&E standards complying with relevant standards and contribute to safety first principles.
- Actively collaborate with other Team Members to support and encourage a positive Team Culture

Key Challenges

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

Key Internal Relationships

Who	Why
Internal Teams	• Develop and maintain effective working relationships and open channels of communication

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

- Commercial Centre Team Leader

Direct Reports

- N/A

Budget

- N/A

Essential Criteria

- Landscape Construction Qualification or significant relevant experience.
- Demonstrated experience in programming and managing staff and contractors, an ability to develop positive work relationships including motivating team members to achieve high quality results.
- Demonstrated practical experience and ability to deliver high quality work within set timeframes and report on progress using computer-based systems.
- Demonstrated ability to work unsupervised.
- Demonstrated experience and commitment to Workplace Health and Safety.
- AQF 3 – Chemical certification (or willingness to obtain with 3 months)
- Chainsaw Competency Certification (or willingness to obtain with 3 months)
- 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	Foundational	Demonstrate Accountability
	Display Resilience and Adaptability	Foundational	
	Act with Integrity	Foundational	
	Demonstrate Accountability	Foundational	
 Relationships	Communicate and Engage	Foundational	Community and Customer Focus
	Community and Customer Focus	Foundational	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Foundational	Deliver Results
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 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 Demonstrate Accountability	Foundational	Takes responsibility for own actions Completes tasks he/she has agreed to on time Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly Takes care of own and others' safety and wellbeing by following safe work practices Identifies and speaks up about risks in the workplace
Relationships Community and Customer Focus	Foundational	Shows awareness that he/she is working for the community Shows respect, courtesy and fairness when interacting with customers and members of the community Listens and asks questions to understand customer/community needs Informs customers of progress and checks their needs are being met

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results		
Deliver Results	Foundational	- Takes the initiative to progress work tasks - Clarifies work required and timeframe available - Identifies what information/resources are needed to complete work tasks - Checks own work for accuracy, quality and completeness - Completes tasks under guidance, on time and to the required standard
Resources		
Assets and Tools	Foundational	- Uses core work tools and equipment effectively - Takes care of work tools, equipment, accommodation and community assets