



POSITION DESCRIPTION

Position Title:	Team Leader Parks and Gardens		
Classification:	Band 7	Status	Full Time on going
Group:	Infrastructure and Environment	Business Unit:	Operations – Open Space Presentation
Reports to:	Coordinator Open Space Presentation		
Direct Reports:	Park and Turf Surveillance Officers, Parks Maintenance Officers	Date:	June 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council (Council) is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Coordinate the management and delivery of programmed works, including high quality landscape projects, open space infrastructure and capital works to achieve high-quality outcomes in line with Council's strategies and policies, contractual, legislative, and agreed service level requirements.
- To provide leadership, advice and support to the Park and Turf Surveillance Officers, Park Maintenance Officers and other officers within the Operations Business Unit.
- Build and maintain relationships within the department and across all business units, ensuring continuous improvement to achieve the most desirable outcome.
- Provide and coordinate specialist and technical advice to internal and external stakeholders.
- Coordinate the management and delivery of the Provision of Open Space Mowing and Horticultural Maintenance Service and Turf Mowing and Associated Works for Sports Playing Surfaces contracts.
- Contribute to the development and delivery of the Open Space Presentation Business Plan goals and more broadly Council objectives.
- Ability to act as a role model and leader to create an environment where teams live Cardinia Shire Council's shared values and behaviours.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Provide project management oversight, including contractor management, ensuring the Open Space maintenance programs are carried out within Council's budget and specifications.
- Oversee the management of contracts and contractors, including regularly starting or finishing workday on site. Develop and maintain performance monitoring for contracts and projects, periodically reporting on performance against program and service levels. Keep abreast of open space maintenance, environmental planning trends and best practices and ensure knowledge is shared across relevant Council business units.
- Lead, motivate, develop, the members of the Open Space Presentation team.
- Provide the Coordinator with regular reports and feedback on the team, ensuring open and regular information exchange between key stakeholders.
- Develop and maintain a political savvy culture within the team to ensure that decision-making and project delivery is undertaken with line of sight to Senior Management, Councillors, and key internal stakeholders.
- Develop and maintain positive relationships across the organisation's key internal teams and external customers to deliver outcomes aligned to the departmental and organisation objectives ensuring outcomes are consistent and to a high standard.
- Assist the Coordinator with the development and implementation of policies, strategies, and asset management plans for the management and enhancement of the Shire's open spaces, recreation reserves and community facility landscapes.
- Identify, develop, implement, and oversee outcomes for innovation and continuous improvement.
- Provide specialist advice and manage the team's response on matters relating to open space management.
- Respond to escalated internal and external requests relating to open space maintenance works.
- Other duties as required and / or directed.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Supervise and manage the day-to-day operations of the Open Space Presentation Works function.
- Accountability for the quality, accuracy and effectiveness of the Open Space Presentation Works function.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.

- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Development and maintain related policies, practices, and procedures.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions.
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.

SPECIALIST KNOWLEDGE AND SKILLS

- Extensive experience and knowledge when applying techniques and practices applicable to Open Space mowing and horticultural methods and Sports Turf maintenance.
- Excellent written and verbal communication skills to enable interaction with internal staff, members of the public and community groups, and for the preparation of corporate reports and correspondence.
- Demonstrated experience in managing projects and contractors.
- Sound knowledge of procurement, effective contract management, budgeting, and relevant financial procedures.
- Demonstrate specialised, well-developed skills in people management, communication, conflict resolution and problem solving.
- Experience in managing and delivering employee lifecycle support and initiatives.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Ability to motivate and develop employees
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.

- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing.
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Possession of a degree in Horticultural Science/Natural Resource Management or equivalent or at least two years of experience within this field.
- Demonstrated experience in managing projects/programs and providing technical advice relating to Open Space mowing and horticultural methods and Sports Turf maintenance.
- Demonstrated experience in the delivery and management of service delivery contracts.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- Extensive experience in the delivery and management of service delivery contracts relating to Open Space mowing and horticulture and Sports Turf Maintenance.
- Proven experience in a supervisory role.
- Financial acumen and the ability to manage business unit budgets effectively.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Demonstrated ability to identify, initiate, and build productive relationships both internally and externally.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work independently and make sound decisions based on experience and good judgement.
- Extensive knowledge and experience of Open Space related policies, procedures and relevant acts, legislation and regulations.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full-time on going position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.