

PARKS AND GARDENS PROJECT COORDINATOR

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
--	--	--	---

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes. Our systems, processes and tools are contemporary and reflect leading practice. Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
--	--	--

The position is:

Position Title	Parks & Gardens Project Coordinator		
Department & Section	City Assets – Parks & Gardens		
Team	Parks & Gardens		
Reporting to	Parks & Gardens Project Delivery Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA LEVEL 5		
Position Number	2295	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

Through the effective planning and delivery of capital works projects, this position helps to deliver a number of key outcomes as identified in our City Plan which relate to Placemaking, Environment and Community.

What does the position do?

- Works with Councils internal teams to determine the open space facility needs of our community
- Assists with the development of budget forecasts for landscape projects and open space facilities
- Coordinates the process of replacing and upgrading facilities across all phases of delivery including but not limited to, initial concept, community consultation, design, procurement, construction and final completion
- Works closely with sporting clubs, community members and other key stake holders throughout all phases of each project
- Delivers the replacement and upgrading of facilities as identified in Councils Annual Business Plan and Budget

What outcomes does the position deliver?

- Allocated projects within the capital works program delivered on time and within budget
- Community expectations are met, and facilities are fit for purpose
- Great relationships with our community and Elected Members
- Innovation through design
- Value for ratepayer money
- Safe work sites and safe facilities
- Other reasonable duties as required are undertaken

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- Current drivers licence is essential
- Certificate IV in project management or equivalent experience is essential

POSITION DESCRIPTION



- Certificate IV in horticulture or above is desirable
- Qualification in landscape design or architecture is desirable

Experience

- Experience in project coordination / management of landscape construction is essential
- Experience in supervision of contractors or staff is essential
- Experience in project estimation is essential
- Experience in horticultural industry or parks and gardens maintenance is desirable
- Experience in playground construction is desirable
- Experience in urban planning is desirable

Knowledge

- Knowledge of the Local Government Act 1999
- Knowledge of the Planning, Development and Infrastructure Act 2016
- Knowledge of the Work Health Safety Act 2012
- Knowledge of horticulture and arboriculture practices
- Knowledge of asset management replacement programming
- Knowledge of irrigation system operation

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____