

## POSITION DESCRIPTION

### Organisational Strategic Direction

Holroyd City Council has established a set of plans that outline the long-term vision for the future of our city, which has been created in partnership with our community. The Living Holroyd Community Strategic Plan provides the core vision for Holroyd's future and the key community outcomes that form the basis of Council's planning. The Delivery Program (incorporating Council's Annual Operational Plan) establishes a rolling program of actions and priorities outlining how Council will work toward delivering the strategies contained within the Community Strategic Plan. It is these plans that drive our organisation and all staff has a responsibility in understanding that each program, each service and each decision identified in the Operational Plan is linked to the actions of the Delivery Program which in turn respond to the outcomes and strategies of the Living Holroyd community Strategic Plan.

<b>Position Title</b>	<b>Landscape Project Officer – Contract 24 months</b>		
<b>Location</b>	16 Memorial Ave, Merrylands		
<b>Position Number:</b>	SP-ED-109	<b>Division:</b>	Technical Services
<b>Reports To:</b>	Landscape Architect	<b>Grade:</b>	Holroyd City Council Grade 15
<b>Hours:</b>	70 per fortnight	<b>Award:</b>	Local Government (State) Award 2014
<b>Budget:</b>	Nil	<b>Staff Responsibility:</b>	Nil

### Position Purpose

The objective of this new temporary position is to develop best practice approaches to the development and management of Council's specially allocated funding for parks, reserves, public spaces, sporting facilities and natural assets. Projects are to be undertaken to quality outcomes, within the allocated budget, resources and required timeframes.

### 1. Selection Criteria

#### *Essential Criteria:*

- 1.1 Degree in Landscape Architecture or similar qualification.
- 1.2 At least two years Local Government work experience in landscape design and construction.
- 1.3 A Class "C" drivers licence (standard drivers licence)
- 1.4 The position requires a thorough understanding and competence in the following areas:
  - Landscape design capabilities and experience in documentation, construction and maintenance works
  - Thorough knowledge of soft and hard landscape works
  - Project management skills
  - Extensive knowledge of horticultural plant selection and landscape materials
  - Experience with budgets and preparing cost estimates
  - Writing reports and correspondence as well as good verbal communication skills
  - Computer operating systems, word processing, databases and spreadsheets
  - Drafting CAD applications - specifically AutoCAD
  - Supervision of contractors and staff
  - Time management, setting priorities and delivering of outcomes to required timeframes
  - Ability to work in a team environment

### *Desirable Criteria:*

In addition, the position requires an understanding in the following knowledge areas:

- 1.5 Playground design and installation
- 1.6 Sporting facilities
- 1.7 Local Government procedures and policies
- 1.8 Local Government Act and Environmental Planning and Assessment Act
- 1.9 Preparing of grant funding submissions
- 1.10 Preparing consultant briefs

## **2. Key Relationships**

This position directly reports to the Landscape Architect and the Manager Technical Services.

Other key relationships include Contractors, Sporting Groups, S355 Committees, Contractors, Park Committees, all officers of the department, various officers of Council for specific projects, works staff, members of the public/residents, consultants, solicitors and other professionals, employees of other Councils, commercial/industrial/development representatives and other State Authority Representatives.

## **3. Principal Responsibilities**

### **3.1 Landscape Projects**

- Organise and manage the design, documentation and implementation of Special Rate Variation and S94 projects.
- Other duties as directed by Manager Technical Services, Director Engineering Services and the Landscape Architect.
- Prepare strategies, procedures and reviews for the implementation of landscape and open space projects.

### **3.2 Communication and Consultation**

- Written communication skills to prepare Council reports, grants, correspondence and presentations.
- Engage with team and other relevant sections of Council
- Effectively and efficiently deal with customer enquiries
- Effectively involve all stakeholders in the design and implementation of projects

### **3.3 Project Management**

- Manage Special Rate Variation and S94 projects and other work or projects
- Oversee consultants and the preparation of studies to achieve objectives within timeframes and budget

## **4. Risk Management**

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

## **5. Work Health & Safety**

### ***Worker WHS Responsibilities***

- Comply with all Council safe work policies and procedures and any reasonable safety instruction given by your Manager or supervisor.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor.
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements.
- Participate and assist in achieving set WHS targets and target completion times.
- Support Rehabilitation in the workplace
- Attend all relevant safety training and information sessions provided.

## **6. Energy & Water Commitment Statement**

### ***Employees Responsibilities***

Staffs are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

## **7. Budget Responsibility**

Develop, manage and report on the cost effective and efficient provision of services within area of responsibility consistently within budget and corporate objectives.

Ensure that financial accounts and reports provide the essential elements of transparency and accountability.

## **8. Child Related Position**

Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

## **9. Record Keeping**

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

## **10. Signatories**

I agree this position description accurately reflects the duties and responsibilities of my role:		
Name: "<Type Name>"	Sign:	Date: <Date>
Managers Name: "<Type Name>"	Sign:	Date: <Date>