


1.0 Position Details	
Position Title	Parks and Gardens Officer
Classification	Level 5
Employment Type	Permanent Full Time
Award	Local Government Industry Award 2020
Reporting to	Operations Supervisor
Department	Operations
Location	Shire of Irwin Depot, 34 Bailey Street, Dongara, Western Australia
Supervision	Nil
Internal Relationships	Management, staff and contractors.
External Relationships	Councillors, community, residents, visitors and other stakeholders.

2.0 Position Objective
<ul style="list-style-type: none"> ▪ Maintain a neat and high standard of appearance of parks and gardens and provide gardening and labouring skills as required. ▪ Strive for continuous improvement in the workplace and provide efficient, friendly and confidential customer service whilst being helpful and courteous to staff, councillors and the public. ▪ Work harmoniously as part of a team ensuring that development and maintenance of nominated parks and gardens are met and duties are performed safely and to the required standard.

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Asset Maintenance	<ul style="list-style-type: none"> ▪ Undertake duties relevant to the position, including but not limited to the following: <ul style="list-style-type: none"> - Plant and tree (Flora) maintenance - Grounds maintenance - Construction, installation and maintenance of relevant equipment and parks furniture; - Reticulation installation and maintenance - Turf care - Grave digging and preparation - Mowing operations - Fertilising and weed control 	<ul style="list-style-type: none"> ▪ Tasks are carried out in a safe and timely manner. ▪ Plant and equipment are maintained to a high standard.
	<ul style="list-style-type: none"> ▪ Assist with various townscape, beautification and gardening projects; 	
	<ul style="list-style-type: none"> ▪ Assist with general event management duties as required; 	

	<ul style="list-style-type: none"> ▪ Assist with general transport of goods and material as required; ▪ Report ongoing asset maintenance requirements directly the Leading Hand Parks and Gardens as part of daily observations/operations ▪ Provides support to the Town Maintenance or other operational team within known skills, knowledge and capabilities as required, including leave coverage, and ▪ Undertake other duties as directed by the Leading Hands Parks and Gardens and/or line management within known skills, knowledge and capabilities. 	
Customer Service	<ul style="list-style-type: none"> ▪ Undertake duties in a professional and timely manner and provide services to residents and community in accordance with the Shire's Customer Service Charter. ▪ Contribute individually or in a team environment within other sections of the workforce to ensure works programs are completed efficiently and effectively. 	<ul style="list-style-type: none"> ▪ Positive representation of the Shire is demonstrated in accordance with the Customer Service Charter. ▪ Collaboration within the team is demonstrated in achieving assigned duties in a harmonious and safe work environment..
Work Health and Safety	<ul style="list-style-type: none"> ▪ Duties are undertaken in accordance with the Shire's Safe Operating Procedures, Policies and guidelines. 	<ul style="list-style-type: none"> ▪ WHS requirements are followed and maintained in operating equipment.
General	<ul style="list-style-type: none"> ▪ Undertake other duties as directed by the Leading Hand Parks and Gardens and/or line management within known skills, knowledge and capabilities. 	<ul style="list-style-type: none"> ▪ Assigned duties are undertaken efficiently and effectively.

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
Work Health and Safety	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
Risk management	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Human Resource and Leadership	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
Records Management	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
Strategic Vision	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
Values we are committed to	Creates and maintains a positive working environment while upholding the Shire's values of: <div data-bbox="651 1218 1219 1415" data-label="Image">  <p>innovation accountability integrity respect</p> </div>

5.0 Behavioural Competencies	
VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	<p>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</p> <ul style="list-style-type: none"> ▪ I look for better ways of doing things. ▪ I am open to feedback and change ▪ I encourage and embrace new ideas ▪ I foster creativity and think outside of the box ▪ I am solution focused.
Accountability	<p>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</p> <ul style="list-style-type: none"> ▪ I lead by example ▪ I learn from my mistakes ▪ I am responsible for my actions ▪ I am committed to achieving my goals ▪ I acknowledge positive behaviour and successes
Integrity	<p>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</p> <ul style="list-style-type: none"> ▪ I am fair and consistent ▪ I am honest, trustworthy and reliable ▪ I effectively and actively communicate ▪ I conduct myself in a professional manner ▪ I am loyal and committed to the organisation
Respect	<p>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</p> <ul style="list-style-type: none"> ▪ I am considerate of the needs of others ▪ I genuinely listen when others communicate ▪ I respect the roles and opinions of others ▪ I treat others how I wish to be treated ▪ I support, help and encourage my colleagues

6.0 Knowledge, Skills and Qualifications

SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

Qualifications and experience

- Experience and/or certification in the use of plant and equipment applicable to parks and gardens environment.

Knowledge and skills

Essential

- Relevant qualifications, training, or appropriate experience within the following areas:
 - Horticulture or Landscaping
 - Grounds maintenance
 - Reticulation installation and maintenance
- High level of personal integrity, confidentiality and initiative;
- Ability to maintain productive and efficient output in a busy work environment;
- Ability to work in a team environment and individually
- Demonstrated knowledge of Work Health and Safety procedures.
- Basic First Aid Certification;
- Current White Construction Safety Card; and
- Current WA Manual Class “MR” Driver’s License.

Desirable

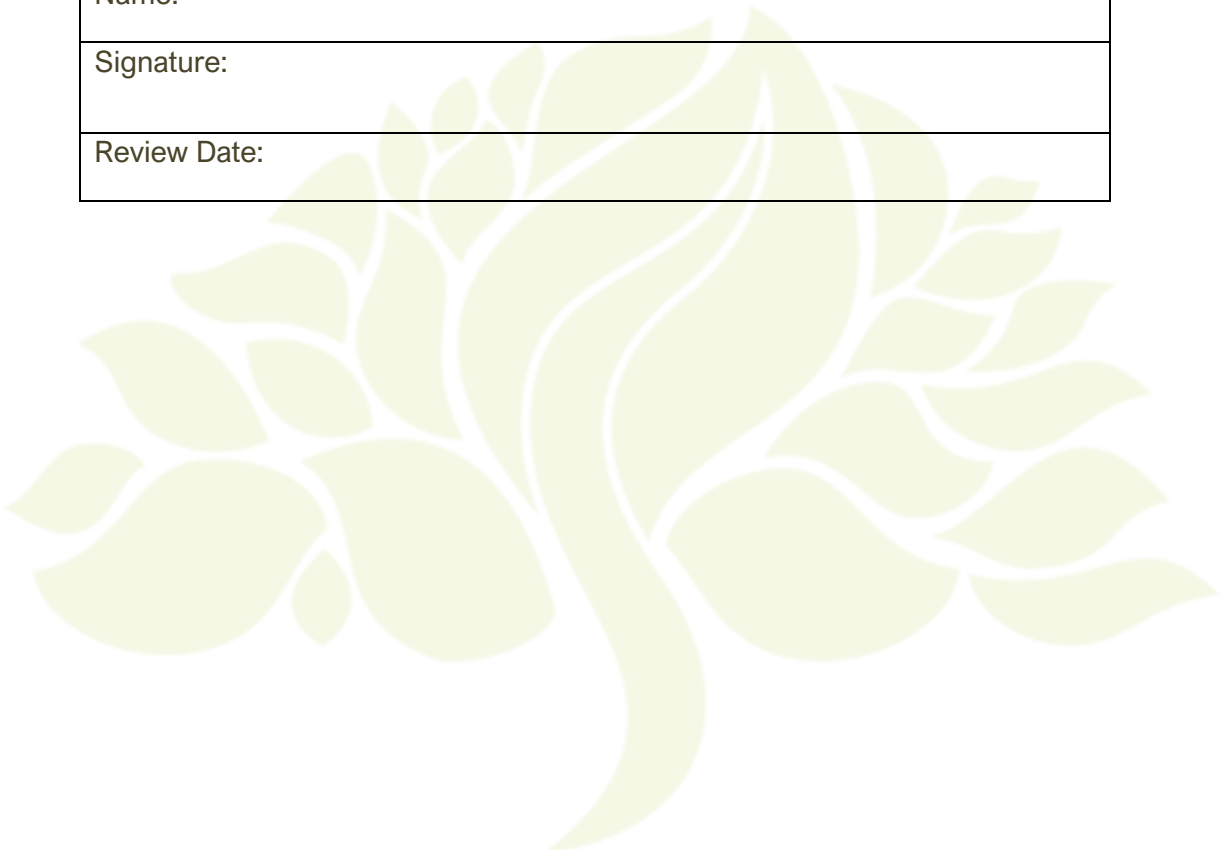
- Previous experience in a similar role within Local Government.
- General parks and gardens experience.
- Current WA Manual Class “HR” Driver’s License.
- Certification in Insecticide and Herbicide Applications;
- Plant Operation Certificates (i.e. Chainsaw, Quick Cut/Concrete Saw, Excavator, Telehandler and Bobcat).

7.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

Date:
Name:
Signature:
Review Date:



Recruitment

The Shire of Irwin is an equal opportunity employer, promoting a workplace that values and fosters the diversity of our staff. We strongly encourage applications from people from culturally diverse backgrounds, people with disability, and people of all ages.

With a variety of employment types the Shire has positions which include full and part time, casual, fixed term contract, apprenticeships and traineeships.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.

- It is important to be thorough in your research of the position before making application and be sure you have read through the Job Vacancy Package which will contain the Position Description, so you have a clear understanding of the job requirements. It is important to view the competencies in the position description to address in detail your qualifications, skills and experience aligned to those competencies listed.

Your application will need to contain the following documents:

- Covering Letter which provides an opportunity to introduce yourself and highlight your capabilities and your interest in this position
- Resume to include your name, address and contact details; your work history; education, qualifications and achievements.
- Closing Date: Your application is to be received prior to the closing date.

Selection Process

The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel to seek the best person for the position. The overarching principles of merit, ethical behaviours, respect, fairness and natural justice will apply to all selection processes where there will be no unlawful discrimination.

- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to three weeks after the closing date.

Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.
- At the end of the interview you will be informed when to expect to the next point of contact. This notification can be either via phone or email correspondence.

Pre-employment Screening

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with past employers and formal verification of all claimed qualifications. Upon completion an offer of employment may be made.

Good Luck in your application!