

CITY OF BELMONT CAREER OPPORTUNITIES

Manager Parks, Leisure and Environment

Total Remuneration Package \$157,430 - \$222,240pa

Includes superannuation, vehicle & allowances

Cash Component \$133,000 – \$191,470pa

5 year negotiated contract

Are you looking for an organisation that drives business excellence and encourages innovation? If so, this is a real opportunity to build on the City's positive culture and have an influence on the long-term strategic goals, through delivering exciting projects in the future.

The City of Belmont is seeking an inspiring leader with the drive and experience necessary to take a leading role in delivering the City's vision for its natural assets. With a focus on the effective and sustainable management of public open space, coupled with identifying and addressing the community's leisure needs, this is a rewarding role where you will have the opportunity to make a tangible difference in the community.

Providing inspirational leadership, strategic and operational direction across the Parks, Environment and Leisure portfolios you will have an influence on the development, rehabilitation and environmental upgrades to parks and bushland, streetscape enhancements, installation of state of the art park infrastructure and leisure programmes and facilities all designed to benefit the community.

If this is you and you meet the required skills, experience and knowledge outlined in our Job Description, we would welcome your application.

Applications close Monday, 2 November 2020.

Creating opportunities



1.0 POSITION DETAILS

Position Title	:	Manager Parks, Leisure and Environment
Present Incumbent	:	Vacant
Classification	:	Contract
Division	:	Infrastructure Services
Department	:	Parks, Leisure & Environment
Location	:	Civic Centre 215 Wright Street, Cloverdale
Employment Status	:	Full Time
Hours of Employment	:	Between 8.00am and 5.30pm, Monday to Friday as negotiated, with an expectation of being available to work reasonable additional hours and attend out of hours meetings, as per the Employment Contract.

2.0 POSITION RELATIONSHIPS

Responsible to	:	Director Infrastructure Services
Responsible for	:	1 x Coordinator Parks 1 x Coordinator Environment 1 x Coordinator Leisure Services 1 x Parks Technical Officer 1 x Administration Officer Parks, Leisure and Environment

3.0 POSITION OBJECTIVES

To effectively manage the day to day operations of the Parks, Leisure and Environment Department ensuring the City's natural assets are effectively and sustainably managed and community wellbeing needs are appropriately identified and addressed. Provide support and advice to the Director Infrastructure Services ensuring strategic outcomes and organisational goals and objectives are achieved.

4.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

- 4.1 Provide strategic leadership and direction to the Parks, Leisure and Environment Department through the provision of professional and effective management of the staff, services and resources, to achieve a high level of service delivery through:
- (i) Providing direction and advice on strategic environmental management and sustainability issues to ensure that the City's Environment and Sustainability Strategy's objectives are successfully achieved.
 - (ii) Developing, implementing and reviewing Community leisure and lifestyle activities that support the City's commitment to creating productive and sustainable public spaces that promote community health and wellbeing.
 - (iii) Directing and overseeing the strategic management and preservation of the City's natural resources including parks, reserves and related infrastructure.
- 4.2 Develop, implement and review the strategies, policies, work practices and procedures of the Department to ensure they remain contemporary, sustainable and meet the needs of the organisation, community, applicable legislation and standards.
- 4.3 Provide leadership, direction and guidance in all people management and development activities for the Department, ensuring maximum potential is achieved, developmental needs are met and high performance is maintained, taking account of the need to provide safe working conditions and practices at all times.
- 4.4 Ensure the City's parks, reserves and natural assets are managed to maximise their effective functioning and sustainability and all facilities meet the requirements of the people who access them whilst focussing on meeting the additional presentation standards required for the City's high profile community facing assets.
- 4.5 Ensure that all Department's Plans and Strategies are effectively developed, implemented and reviewed and achieve stated goals and objectives.
- 4.6 Undertake specific projects including relevant research, preparation and presentation of reports and discussion papers to Council, Committees or other forums (internal and/or external), coordinating implementation as required.
- 4.7 Provide high level professional advice and support as required to the ELT and OLT on strategic and operational matters to assist them in achieving their specific goals and objectives including attending Council, Committee, organisational and community meetings and forums on behalf of the City and responding to Councillor requests for information and advice.
- 4.8 Prepare, co-ordinate and monitor the departmental annual budget to ensure organisational targets are achieved.
- 4.9 Prepare Annual Capital Works Programmes and establish appropriate monitoring and reporting strategies of activities and programmes.
- 4.10 Manage and oversight Departmental tenders including the preparation of specifications and evaluation of submissions relating to plant, materials and services and ensure contract outcomes are achieved.
- 4.11 Ensure that relevant funding opportunities are identified and applications pursued to maximise financial benefits for the Department and that all funding conditions are achieved in accordance with funding body requirements.

- 4.12 Receive public enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices and with the aim of maintaining a strong customer focussed service and good public relations image.
- 4.13 Prepare Departmental Business Plans including key performance indicators, to ensure they are aligned with the City's Strategic Community Plan and Corporate Business Plan and provide reports to the Director Infrastructure Services on progress against targets as required.
- 4.14 Ensure that an effective stakeholder communication plan is established for significant projects to facilitate input and updates for all relevant stakeholders including appropriate staff, residents, businesses, government, consultants and contractors, liaising with the Marketing and Communications Department as required.
- 4.15 Establish ongoing relationships and networks, with other Departments, associated organisations, agencies, community groups, consultants and government departments and represent the City on various advisory and management committees, as required.
- 4.16 Ensure that risk mitigation arrangements are put in place to minimise the risk to the City on relevant issues and that disaster recovery strategies are regularly reviewed in consultation with the Business Continuity and Risk Management Section.
- 4.17 Liaise as required with the City's solicitors on the compilation of evidence and preparation of reports/briefs on relevant legal matters as required.
- 4.18 Monitor and evaluate relevant organisational, industry and government initiatives and trends and report on their potential impact on the City, providing advice and recommendations for action as appropriate.
- 4.19 Co-ordinate the regular and ad hoc compilation and analysis of data as required identifying trends and providing options for improvements.
- 4.20 Authorise requisitions and accounts for payment in line with Council Budget within the scope of the "Authorised Requisitioners List".
- 4.21 Effectively manage and demonstrate leadership in Equal Opportunity and Diversity within the work area and ensure the working environment is free from discrimination harassment and bullying.
- 4.22 Effectively manage and promote compliance with Occupational Safety & Health and Environment and risk management policies and procedures to maintain safe work practices and a safe working environment, whilst protecting the environment and ensuring prevention of pollution.
- 4.23 Effectively manage and encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the City's Business Management System.
- 4.24 Exercise appropriate authority whilst acting in the best interests of the City, its Customers and the Community, meeting legislative and operational requirements.
- 4.25 Undertake other duties as required within the scope and level of this position, as directed by the Director Infrastructure Services.

5.0 POSITION REQUIREMENTS

Essential

- 5.1 Completion of, or progress towards, a relevant qualification in Horticulture, Environmental Science, outdoor Recreation and/or Leisure or a related discipline.
- 5.2 Extensive relevant experience working at a senior level managing a Parks, Environment or similar service with an emphasis on the principles of conservation, sustainability and leisure, as applied to a community setting.
- 5.3 Significant experience in business and project management processes, budget control, contracts and tenders management processes preferably within a community based service.
- 5.4 Proven ability to effectively lead, manage and motivate a multi-disciplinary work team to ensure departmental and organisational goals and objectives are achieved.
- 5.5 Proven ability to effectively supervise and monitor the activities of contractors and consultants to ensure compliance with contract guidelines in order to achieve agreed outcomes.
- 5.6 Proven ability to work cooperatively and effectively with others to set goals, resolve problems and make decisions that achieve results and enhance organisational effectiveness.
- 5.7 Highly developed analytical and problem solving skills with the ability to think strategically particularly in relation to analysis of trends and opportunities, whilst accommodating business, political and organisational sensitivities and applying the appropriate level of discretion and confidentiality to achieve solutions that are in the best interests of the organisation.
- 5.8 Proven ability to research and write complex letters, technical reports and submissions including previous experience in developing, implementing and reviewing policies, strategies and procedures and interpreting and applying legislation, regulations and industry codes of practice.
- 5.9 Excellent interpersonal, conflict resolution, negotiation, facilitation and public speaking skills with the ability to communicate with a wide range of people and groups and to positively influence others to achieve results that are in the best interests of the organisation and ensure delivery of a high level of customer.
- 5.10 Highly developed organisational and administrative skills with ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and organisational objectives whilst achieving a high level of accuracy.
- 5.11 Ability to work effectively under pressure both as a team member and as an individual with minimal supervision, showing initiative in a crisis and/or confrontational situations.
- 5.12 Ability to acquire the appropriate legislative endorsements e.g. Construction Induction – Prepare to Work Safely in the Construction Industry (White Card) in combination with a good understanding of the Occupational Health and Safety requirements relevant to this position.
- 5.13 Ability to utilise personal computer applications and in particular the Microsoft Office suite of products (i.e. Word, Excel, Outlook).

- 5.14 Possession of, or ability to acquire, a current motor vehicle drivers licence.
- 5.15 Possession of, or the ability to acquire, a satisfactory National Police Clearance Certificate (dated within the last twelve months).

Desirable

- 5.16 Possession of a recognised management qualification.

6.0 CONDITIONS OF EMPLOYMENT

- 6.1 General conditions of employment are in accordance with Employment Contract specifications.
- 6.2 Hours of work will generally be between 8.00am and 5.30pm, Monday to Friday, with an expectation of being available to work reasonable additional hours and attend out of hours meetings as negotiated, in accordance with the Employment Contract. These hours allow for the accrual of one Accrued Day Off in every twenty (20) working days, in accordance with City Policy.
- 6.3 Private use of a Council vehicle is provided in accordance with City Policy.
- 6.4 As this position includes powers of Delegated Authority of the Chief Executive Officer as defined within the Local Government Act 1995 (the Act), there is a Statutory requirement to complete Primary and Annual Returns.
- 6.5 The City of Belmont is an equal opportunity employer and enjoys a smoke free working environment. In accordance with City Policy, smoking breaks are not permitted outside the normal daily breaks.

