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at Melville

The City of Melville is a vibrant and dynamic organisation dedicated to employing the best people to ensure synergy, growth and excellence in everything we do.

In return the City offers a cooperative and enriched working environment.

We are currently looking for the following talented individuals to make a real difference:

• **Manager Parks and Environment**

5 year contract

(Salary package up to \$166,796 per annum)

Provide effective leadership and management of the Parks and Environment Service Area to meet stakeholder needs.

Applications close 4.00pm, Friday, 10 February 2012.

Apply now at melvillecity.com.au/jobs
or for more information call 9364 0781.

Flexible working arrangements

Innovative wellness program

Free gym use

Generous leave arrangements

Free on premise parking

POSITION DESCRIPTION

Manager Parks and Environment

PRINCIPAL OBJECTIVES

Provide effective leadership and management of the Parks and Environment Service Area to meet stakeholder needs

- 1. POSITION TITLE:** **Manager Parks and Environment**
- 2. REPORTS TO:** **Director Technical Services**
- 3. LEVEL:** **Contract**
- 4. POSITIONS REPORTING:** Principal Parks Coordinator
Environmental Programs Coordinator
Contracts/Projects Coordinator



5. PRINCIPAL RESPONSIBILITIES & DUTIES

- Provide strategic leadership and direction to the Parks and Environment Service Area through the provision of professional and effective management of the staff, services and resources, to achieve a high level of service delivery.
- Develop, implement and review the strategies, policies, work practices and procedures of the Service Area to ensure they remain contemporary, sustainable and meet the needs of the organisation, community, applicable legislation and standards.
- Prepare the Parks and Environment Service Area's annual budget submissions, and monitor, review and report expenditure trends to ensure the effective and efficient delivery of maintenance and capital programmes within approved budget allocations.
- Prepare and implement the Parks and Environment Service Area Business Plan and undertake continuous reviews to ensure alignment with the City's Corporate Plan.
- Monitor and report monthly the overall performance of the Parks and Environment Service Area to agreed service standards, identifying lead and lag key performance indicators
- Prepare and implement the Parks and Environment Annual Capital Works Programme and establish appropriate monitoring and reporting strategies of activities and programmes to ensure successful delivery on time and on budget.
- Ensure the delivery of Major Capital Projects in accordance with the City's Project Management Framework methodology.
- Provide direction and advice on strategic environmental management and sustainability issues and ensure the deployment of the City's Environmental Framework..
- Ensure the successful review and implementation of the City's Environmental Improvement Plan on an annual basis to ensure compliance with ISO 14001 across the organisation.
- Manage and continually review Human Resource assets to ensure alignment with the Parks and Environment Service Area Business Plan.
- Develop, implement and review the Parks and Environment workforce plan to ensure the effective and efficient delivery of services
- Ensure the deployment, awareness and compliance to all Council policies, procedures and corporate frameworks.

- Manage Service Area tenders and contracts in accordance with established policies and procedures, including the preparation of specifications and evaluation of submissions to ensure organisational outcomes are achieved.
- Research and undertake strategic project work and policy formulation across a broad range of areas including corporate and industry wide issues, as required.
- Liaise with other Service Areas and represent the City in dealings and meetings with other levels of government, other local authorities, corporate bodies, institutions, consultants and the community in the planning and development of Public Open Space.
- Deliver clear communication of key organisational objectives to ensure staff are well informed and engaged.
- Develop and implement Asset Management Plans for all Parks and Environment assets to ensure asset performance is optimised.
- Ensure the effective implementation and ongoing accreditation to ISO 9002, 14001, 4801 and CSIA within the Parks and Environment Service Area.
- Develop and maintain effective systems, policies, procedures, processes and work instructions to ensure continuous improvement of delivery of services and the ongoing maintenance of the City's Business Management System
- Participate on Special Interest Working Groups and attend as required, Council, Committee, organisational and community meetings and forums and represent the City as appropriate.
- Identify and prepare appropriate funding applications for specific funding grants relevant to the Parks and Environment Service Area and ensure funding requirements are met.
- Monitor industry and government trends and legislative changes and report on their potential impact on the City as appropriate.
- Authorise requisitions and accounts for payment in line with Council Budget within the scope of the City's Purchasing Policy.
- Effectively manage and demonstrate leadership in Equal Opportunity and Diversity within their area of responsibility and ensure the working environment is free from discrimination harassment and bullying.
- 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

- Demonstrate behaviours that reflect the organisations values and supports cross functional teams that meets both internal and external stakeholder expectations.
- Ensure employees and contractors comply with all relevant environmental legislation, regulations and standards.
- Undertake other duties as required, within the scope and level of this position, as directed by the Director Technical Services.
- May be expected to participate in Continuous Improvement Teams and Audit team.
- Act as Director Technical Services as required.

6. EXPERTISE – KNOWLEDGE & EXPERIENCE:

- Tertiary qualification in Environmental Management, Horticulture or other relevant tertiary qualification.
- 'C' Class Drivers Licence.
- Significant experience in the management of Parks, Public Open Space, Natural Areas, including the delivery of significant multidisciplinary capital projects.
- Substantial experience in managing multi disciplinary teams.
- Substantial experience in the preparation and management of operational and capital budgets.
- Extensive experience in the development and implementation of policies, procedures and strategies.
- Extensive experience in managing tender preparation and contract administration.
- Substantial knowledge of Quality Assurance and Business Excellence principles
- Extensive knowledge of Occupational Safety and Health legislation and administration.
- Extensive knowledge of Strategic Planning, Performance Management and Management Accounting.

- Experience in developing Asset Management Plans for Parks, Public Open Spaces and Natural Areas.
- Demonstrated experience in applying for grant funding
- Experience in developing and implementing both lead and lag key performance indicators
- Experience in developing and reviewing business plans

7. SKILLS

- Highly developed negotiation and conflict resolution skills.
- Highly developed decision making and problem solving skills.
- Effective leadership skills.
- Highly developed project management skills.
- Excellent written and verbal communication skills, including presentation and report writing skills.
- Excellent time management skills and the ability to deliver quality outcomes in a highly dynamic and challenging environment.

8. JUDGEMENTS

- The officer in this position receives broad direction from the Director Technical Services, but has the autonomy to implement and recommend amendments to policies and procedures.
- The officer has documented delegated authority and encourages initiative and change management to improve the outcomes of the Parks and Environment Area.
- The officer in this position must act in the best interest of the City of Melville on all occasions.

9. POSITION COMPETENCIES

- Equal Employment Opportunity & Code of Conduct

- Customer Service Standards
- Safety and Risk Systems
- Business Management Systems
- Management Accounting
- Workforce Planning
- Leadership and Accountability.