

# TENTERFIELD SHIRE COUNCIL



**Position Information Package  
Parks & Gardens Horticulture & Landscape Coordinator  
Reference No: 7/21**

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**February 2021**



## POSITION VACANT

Applications are invited for the below position:

### **Parks & Gardens Horticulture & Land Coordinator – PV 7/21**

**Salary:** \$65,764p.a - \$73,902p.a + 9.5% superannuation

An outstanding career opportunity is available for an experienced professional, seeking to make a difference in the demanding and diverse role of Parks & Gardens Horticulture and Landscape Coordinator.

This is a key position in the organisation, responsible for the planning, coordination of establishment, maintenance and care of Council's parks, gardens, sportsgrounds and other related land/streetscapes. The position will ensure that Tenterfield Shire has a strong attractive visual ("feel & look"), and that quality produces positive results from the Shire's community, residents and visitors.

You will have demonstrated experience in open space, parks & gardens, amenity, horticultural and works project management and practices. Demonstrate highly developed operational leadership skills, and an understanding of the operational requirements for parks and gardens asset management and implementation. You will also have experience in performance management, benchmarking of services and staff engagement.

If you are an individual who is looking for a challenging and rewarding role, and is passionate about serving your local community, we encourage you to apply.

Further information and details can be obtained in Council's **Position Information Package**, or by contacting Councils Manager Open Space, Regulatory & Utilities, or the HR, Workforce Development & Safety team on 02 6736 6000 (during business hours).

**Applications addressing the selection criteria** should be emailed to the Acting Chief Executive at [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au) quoting the reference number and be submitted by no later than **4.00pm, 4 March 2021**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect, & Excellence (ICARE).

Applicants must be an Australian citizen/resident, or hold a visa that allows employment in Australia.

Kylie Smith  
**Acting Chief Executive**



**TENTERFIELD SHIRE COUNCIL  
JOB APPLICATION  
COVER SHEET  
Reference No 7/21**

**Position applied for:** Parks & Gardens Horticulture & Landscape Coordinator

**Mr**  **Family Name:** \_\_\_\_\_

**Mrs**  **Given Names:** \_\_\_\_\_

**Ms**  **Preferred Name:** \_\_\_\_\_

**Miss**

**Postal Address:**

**Telephone** (please ensure you can be contacted on this number during business hours i.e. 9am - 5pm)

\_\_\_\_\_

**Home:** \_\_\_\_\_

\_\_\_\_\_

**Mobile:** \_\_\_\_\_

\_\_\_\_\_

**Other:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please tell us where you heard about this position** \_\_\_\_\_

**THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION**

**Address all correspondence to:**

Chief Executive  
Tenterfield Shire Council  
**Confidential: Job Ref No: 7/21 – Parks &  
Gardens Horticulture & Landscape Coordinator**  
PO Box 214  
**TENTERFIELD NSW 2372**  
[hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)

**Job Enquiries:**

**Manager Open Space, Regulatory & Utilites;  
or  
HR, Workforce Development & Safety**  
Phone: (02) 6736 6000 (during business hours)  
Email: [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)



Position Description  
**Parks & Gardens Horticulture &  
Landscape Coordinator**

*Quality Nature - Quality Heritage - Quality Lifestyle*

<b>Division:</b>	Office of the Chief Corporate Officer
<b>Section:</b>	Open Spaces, Regulatory & Utilities
<b>Position Identifier:</b>	PGHLC/V2
<b>Classification:</b>	Grade 15
<b>Vehicle</b>	A suitably equipped vehicle is supplied to carry out required duties.
<b>Industrial Instrument:</b>	Local Government (State) Award
<b>Location:</b>	Council Depot, Riley Street, and Administration Building, 247 Rouse Street, Tenterfield
<b>Date position description approved</b>	25 January 2021

**Council overview**

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

**Council values**

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

**Primary purpose of the position**

To coordinate the establishment, maintenance and care of Councils parks, gardens, sportsgrounds and other related land/streetscapes that ensures strong visual, attractive

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and quality impact and generates positive responses from the Shire community, residents and visitors.

### **Key accountabilities**

Within the area of responsibility, this role is required to:

- Manage and coordinate the delivery of parks operational works within predetermined timeframes, quality and targets.
  - Management of Parks operational works, along with any contract works within the Shires sports fields, parks, gardens and streetscapes.
  - Effectively and efficiently manage the budgets within the Parks & Gardens team, including assistance in the preparation of annual budgets with the Manager, accurate and timely reporting of budget performance.
  - Provide technical, financial and operational support to the Manager especially regarding the development of quality assurance, performance, budget control, reporting and Work Health and Safety processes and systems.
  - Assist in the development and implementation of operational business plans that support Council's corporate and management plans.
  - Select appropriate plant varieties suitable for the Shire, which provide visual appeal, ease of attractive establishment and maintenance and that provide suitable sourcing and supply opportunities.
  - Monitor and review performance of the Parks & Gardens team against set targets and objectives, scheduling/programming of works, communication of outcomes and implementation of corrective actions when required.
  - Lead, mentor and develop employees using performance management and development processes annually through Council's performance reviews process that provides an overall context and framework to encourage employee contribution which includes goal setting, feedback and performance development planning.
  - Implement work systems, procedures and policies that enable and encourage the optimum performance and development of staff and stakeholders within Council.
  - Assist in tree maintenance and general arboriculture duties, arrange attractive floral/colour displays and landscaping.
  - Support the Parks & Gardens Committee, liaison with community with regards to garden enquiries and support.
  - Provide construction and maintenance detailed drawings in cad format when required.
  - Develop township and village strategies to support existing and desired levels of service, including inspections of all assets supporting the service levels.
  - Ongoing Tree Management in accordance with the Tree Management Plan in the Tenterfield Shire/Villages.
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## Key challenges

To meet community expectations with respect to the landscaping and care of open spaces, parks and gardens.

## Key internal relationships

Who	Why
Manager Open Space, Regulatory and Utilities, Parks & Gardens Operative (Maintenance) staff, Administration Officer, works staff.	Job performance & service delivery

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## Key external relationships

Who	Why
Ratepayers, General Public Horticultural Specialists, Nurseries, Suppliers, regulators, Community/sporting groups	Job Performance & service delivery

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## Key dimensions

### Decision making

Plant Selection, Design decisions, purchasing. In line with delegations.

### Reports to

Manager Open Space, Regulatory & Utilities

### Direct Reports

Seven (7)

### Essential requirements

Degree/Diploma in Horticulture, Landscaping Experience and Design






### Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

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## Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Is committed to safe work practices and manages work health and safety risks</li> <li>• Identifies and manages other risks in the workplace</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Community and Customer Focus	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>• Promotes a culture of quality customer service</li> <li>• Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>• Ensures that the customer is at the heart of business process design</li> <li>• Makes improvements to management systems, processes and practices to improve service delivery</li> <li>• Works towards social, environmental and economic sustainability in the community/region</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>• Ensures business plans and priorities are in line with organisational objectives</li> <li>• Uses historical context to inform business plans and mitigate risks</li> <li>• Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>• Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>• Implements systems for monitoring and evaluating effective program and project management</li> </ul>



## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Create and Innovate	Advanced	<ul style="list-style-type: none"> <li>• Encourages independent thinking and new ideas from others</li> <li>• Draws on developments and trends in the industry and beyond to develop solutions</li> <li>• Supports experimentation and rapid prototyping to test and refine innovative solutions</li> <li>• Develops/champions innovative solutions with long standing, organisation-wide impact</li> <li>• Explores creative alternatives to improve management systems, processes and practices</li> <li>• Contributes own knowledge and experience to staff training and development sessions</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> <li>• Implements and oversees quality assurance practices</li> </ul>
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>• Contributes quality information about council and community assets to asset registers</li> <li>• Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>• Is aware of asset management risks and actions to manage and mitigate these</li> </ul>
<b>Workforce Leadership</b> Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> <li>• Translates organisational vision and strategy into operational goals to help staff understand their own contribution</li> <li>• Builds a shared sense of purpose through involving people in defining priorities and cascading goals</li> <li>• Regularly communicates progress against business unit and organisational goals</li> <li>• Creates opportunities for recognising and celebrating high performance at the individual and team level</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Workforce Leadership</b> Optimise Workforce Contribution	Adept	<ul style="list-style-type: none"><li>• Develops team / project plans that take into consideration individual capabilities, strengths and preferences</li><li>• Identifies opportunities for stretch assignments to help grow the capabilities and experience of staff</li><li>• Plans and monitors team resource allocation in line with organisational priorities</li><li>• Makes informed contributions to workforce planning and resource allocation processes</li><li>• Makes good recruitment decisions based on the capabilities, knowledge and experience required in the role</li></ul>

### Supplementary Information

#### Selection Criteria (Applicant must address all selection criteria)

##### Essential:

1. Tertiary qualifications in Horticulture, Open spaces, Landscaping, preferably at Degree level with a minimum of Certificate IV/Diploma in Horticulture.
2. Extensive and demonstrated job related experience in the area of Open spaces, horticulture, nursery management or similar industry.
3. Demonstrated experience in asset and project management, team leadership, work scheduling, planning and finance/budgets.
4. High level of computer literacy with the ability to use databases, spreadsheets and word-processing applications.
5. Sound time management and organisational skills, ability to achieve results.
6. Demonstrated supervisory experience, directing and guiding staff to business objectives and targets effectively and efficiently.
7. Demonstrated written and oral communication and public relations skills, with achievement of successful results.
8. Possess a Class C Driver's license.
9. Personal drive and integrity.
10. Demonstrated Workplace Health & Safety and risk management skills.
11. Ability to work flexible hours.
12. Sufficiently physically fit to work outdoors and complete any necessary rescue procedure.
13. Be an Australian Citizen or have the right to work in Australia.

##### Desirable:

1. AQF Level 5 Arborist qualification.
2. Record of completed landscaping projects.
3. LR or MR Driver's License.
4. Chemcert Certificate and Construction Induction (White) Card.
5. Design/drawing skills, ability to set levels.

## **General Information**

### **Classification:**

The Local Government (State) Award and Tenterfield Shire Council Salary System Grade 15, plus a 9.5% contribution to superannuation.

### **Hours of work:**

Full time position - Council operates a nine (9) day fortnight system of seventy-six (76) working hours, with fortnightly pays. Work Hours are generally 7:15am to 4:30pm Monday to Thursday inclusive and 7:15am to 4:00pm on Fridays with every second Friday being a Rostered Day Off (RDO).

Some variation in work hours will be required, depending on work status and emergency call-outs, including overtime requirements and variation to RDO's.

### **Leave entitlements:**

These entitlements are in accordance with The NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

### **Criminal Record Check:**

The successful applicant will be required to undergo a Criminal/Security Check prior to appointment to the position.

### **Medical examination:**

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

### **Performance Evaluation:**

Performance evaluation will be in accordance with Council policy.

### **WHS Responsibilities:**

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

### **Equal Employment Opportunity:**

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

### **Smoke – Free Workplace:**

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

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**Learning and Development:**

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

**Code of Conduct and Council Policies, Protocols and Procedures:**

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

**Council Uniform:**

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

**Physical:**

The incumbent must be physically able to carry out administrative tasks in an ergonomically safe and healthy manner.

**Job Description:**

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.

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## IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the selection criteria listed in the Position Description and how they present at interview.

### ***The Job Information Package***

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

### ***The Position Description***

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

### ***Selection Criteria (Essential and Desirable)***

**The Essential Criteria** must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

**The Desirable Criteria** enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria, but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following:-

**Demonstrated** means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

**Knowledge of or the ability to rapidly acquire the knowledge** of means that you already have the required knowledge or you can provide examples of past situations which have required the rapid acquisition of knowledge.

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**Thorough, sound or high level** indicates that a more advanced level of knowledge or skill may be required.

### ***Shortlisting and Interview***

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are held at Council facilities. Face to face interviews are preferred; however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually takes 30 minutes.

### ***Referees***

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

### ***Appointment Process***

The process normally takes a few days up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

### ***Some general points to remember when applying for a position***

- Applicants are encouraged to read the job Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed, and addressed to the Acting Chief Executive.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.

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