

TENTERFIELD SHIRE COUNCIL



**Position Information Package
Parks & Gardens Operative – Maintenance (Part Time 20 hrs per week)
Reference No: 15/21**

Index

Item
Copy of Advertisement
Job Application Cover Sheet
Position Description (Including Selection Criteria)
Important Information for Applicants All applicants are requested to read this information

June 2021



POSITION VACANT

Applications are invited for the below position:

Parks & Gardens Operative - Maintenance (Part Time 20 hrs per week) – PV 15/21

Salary: Broadband Grade 4/5 in Councils Salary Structure. \$25,679.78p.a - \$28,955.78p.a + Allowances + 9.5% superannuation.

Tenterfield Shire is seeking a highly motivated person with knowledge and experience in maintenance works relating to public parks, gardens, sporting fields, horticulture, open space and public facilities.

Tenterfield Shire offers a supportive workplace culture built around our values of "ICARE", with fantastic working conditions and a range of additional benefits to help you enjoy life in our local community, including:

- Pro Rata accumulative annual sick leave;
- Pro Rata Annual Leave;
- Further learning and development opportunities in Council's regulatory training program where required; and
- Further opportunity to gain additional knowledge, skills, and experience of parks, gardens, horticulture and open spaces maintenance and construction works through further training and development in a Parks & Gardens qualification.

You will possess a great attitude and work ethic, with the ability to work collaboratively within our diverse Open Space, Regulatory & Utilities team. If you have an interest in the local community, and would like the opportunity to obtain a challenging and rewarding position, 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 HR, Workforce Development & Safety 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 quoting the reference number and be submitted by no later than **4.00pm, 24 June 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 15/21**

Position applied for: Parks & Gardens Operative – Maintenance (Part Time 20 hrs per week)

Mr **Family Name:** _____

Mrs **Given Names:** _____

Ms **Preferred Name:** _____

Miss

Other

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: 15/21 – Parks & Gardens Operative – Maintenance (Part Time 20 hrs per week)
PO Box 214
TENTERFIELD NSW 2372
hr@tenterfield.nsw.gov.au

Job Enquiries:

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



Position Description
Parks & Gardens Operative – Maintenance
(Part Time 20 hours per week)

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Chief Corporate Officer
Section:	Open Space, Regulatory & Facilities
Position Identifier:	PGOMPT/V1
Classification:	Grade 4/5 (Broadband)
Industrial Instrument:	Local Government (State) Award
Location:	Council Depot, Riley Street Tenterfield
Date position description approved	1 August 2018

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

Ensures that all maintenance and construction works relating to public parks, gardens, sports fields and other open spaces, in the Tenterfield Shire, (which includes outlying villages), is performed to a standard that ensures public satisfaction.

Key accountabilities

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

- Operation of small items of plant and attachments associated with the establishment and maintenance of Parks & Gardens and open spaces within the Tenterfield Shire. Examples are: vehicles, ride-on mower, hand-mower, chainsaw, brush cutter, and other simple hand equipment.
- Maintenance of small pieces of plant associated with Parks & Gardens.
- Prune trees, clean up, and carry tree limbs, timber, and other materials. Planting horticultural products, maintenance of planted street scapes.
- Cleaning of Council Amenities.
- Maintenance of Council properties including saleyards, as required.
- Movement/storage of Council furniture and plant.
- Maintenance of Tenterfield Cemetery.
- Maintenance of playground equipment.
- All duties as instructed within employee skill set.

Other duties covered:

Parks & Gardens' staff may be required, as indicated, to assist other sections of Council, including the following:-

- Animal Impounding.
- Waste Management.
- Noxious Weeds Management.

Key challenges

Ensuring all maintenance and construction work relating to the Shire's public parks gardens and open spaces are performed to standard, that ensures community satisfaction.

Key internal relationships

Who	Why
Open Space, Regulatory & Utilities Supervisor, Parks & Gardens Horticulture & Landscape Coordinator, Parks & Gardens, Parks & Gardens Operative - Maintenance, Storeperson, other internal stakeholders as required.	Service Delivery

Key external relationships

Who	Why
Customers, Ratepayers, External Stakeholders as required.	Service Delivery

Key dimensions

Reports to

Parks & Gardens Horticulture and Landscape Coordinator

Essential requirements

Certificate II Parks and Gardens or equivalent or ability to obtain.





Class C Driver's License.

Capabilities for the role

Ability to progressively demonstrate delivery of the competencies/skills described in the skill steps (skill descriptors) of the competency framework for the position. In addition:-

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.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

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
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> • Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills
Personal Attributes Display Resilience and Adaptability	Intermediate	<ul style="list-style-type: none"> • Adapts quickly to changed priorities and organisational settings. • Welcomes new ideas and ways of working. • Stays calm and focused in difficult situations. • Perseveres through challenges. • Offers own opinion and raises challenging issues.
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information. • Is open, honest and consistent in words and behaviour. • Takes steps to clarify ethical issues and seeks advice when unsure what to do. • Helps others to understand their obligations to follow the code of conduct, legislation and policies. • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest.
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Follows through reliably and openly takes responsibility for own actions. • Understands delegations and acts within authority level. • Is vigilant about the use of safe work practices by self and others. • Is alert to risks in the workplace and raises them to the appropriate level.
Relationships Communicate and Engage	Intermediate	<ul style="list-style-type: none"> • Focuses on key points and communicates in 'Plain English'. • Clearly explains and presents ideas and technical information. • Monitors own and others' non-verbal cues and adapts where necessary. • Listens to others when they are speaking and asks appropriate, respectful questions. • Shows sensitivity in adapting communication content and style for diverse audiences.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Foundational	<ul style="list-style-type: none"> Shows awareness that he/she is working for the community. Shows respect, courtesy and fairness when interacting with customers and members of the community. Listens and asks questions to understand customer/community needs. Informs customers of progress and checks their needs are being met.
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Encourages an inclusive, supportive and co-operative team environment Shares information and learning within and across teams Works well with other teams on shared problems and initiatives Looks out for the wellbeing of team members and other colleagues Encourages input from people with different experiences, perspectives and beliefs Shows sensitivity to others' workloads and challenges when asking for input and contributions
Relationships Influence and Negotiate	Foundational	<ul style="list-style-type: none"> Helps find solutions to problems he/she raises Uses facts and sound reasoning to make a case Listens to understand others' interests and needs Is tactful when disagreeing or proposing a different approach or outcome Works towards mutually satisfactory outcomes
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> Understands team objectives and own contribution Plans and organises own work tasks Asks when unsure about the relative priority of allocated tasks Manages time appropriately and re-prioritises as required Identifies and informs supervisor of issues that may impact on completion of tasks
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none"> Finds and checks information needed to complete own work tasks Breaks down information and issues into component parts Thinks through the options available and checks his/her suggested approach Refers complex issues and problems to a manager/supervisor
Results Create and Innovate	Foundational	<ul style="list-style-type: none"> Contributes own knowledge and ideas Suggests improvements to the way work is done

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks. • Clarifies work required and timeframe available. • Identifies what information/resources are needed to complete work tasks. • Checks own work for accuracy, quality and completeness. • Completes tasks under guidance, on time and to the required standard.
Resources Finance	Foundational	<ul style="list-style-type: none"> • Shows respect for the value of public money. • Calculates and records financial information accurately. • Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines.
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set. • Ensures others understand their obligations to use and maintain work tools and equipment appropriately. • Contributes to the allocation of work tools and resources to optimise team outcomes.
Resources Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role. • Uses technology appropriately, in line with acceptable use policies. • Completes work tasks in line with records, information and knowledge management policies.
Resources Procurement and Contracts	Foundational	<ul style="list-style-type: none"> • Complies with basic ordering, receipting and payment processes. • Checks quotes and invoices for accuracy. • Checks that invoiced fees and charges match goods or services delivered.

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Certificate II in Parks and Gardens or equivalent, or ability to obtain.
2. Significant experience and knowledge in the relevant fields of operation in parks, sporting fields, gardens, horticulture and public facilities maintenance and construction, in order to achieve results and enhance visual amenity and facility within the Shire.
3. Ability to operate and undertake user maintenance of small items of plant and equipment, including motorised machines and hand tools.
4. Sound oral and written communication skills, and the ability to develop productive working relationships. Literacy and numeracy to Year 10 levels.
5. Basic problem solving ability.
6. Class C Drivers Licence.
7. Sufficiently fit to carry out any safety drill or rescue, and carry out general labouring duties.
8. Construction Induction (White) Card.

Desirable:

1. Various plant certificates of competence or required assessments.
2. First Aid Certificate.
3. Basic Knowledge of gardening techniques.
4. Chemical Certificate.
5. Chainsaw Certificate.
6. Traffic Control (Blue & Yellow) Cards.
7. Light Rigid (LR) Drivers Licence or equivalent.

General Information

Hours of work:

Part time position with Council, working 20 hours per week, with fortnightly pays. Days of work will be Wednesday, Thursday and Friday. Work hours are generally 7:15am to 4:30pm with hours to be negotiated with direct Supervisor.

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 on a pro rata basis.

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.

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.



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.

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.
