



WAGGA WAGGA CITY COUNCIL
POSITION DESCRIPTION

TEAM LEADER (BOTANIC GARDENS)

Organisational Values: Honesty, Respect, Cooperation, Fun, Accountability, Professionalism and Trust

Position Code:	AS059		
Position Name:	Team Leader Botanic Gardens		
Classification:	Grade 12	Band/Level:	
Reports To:	AS021 Supervisor Horticulture		
Section:	Horticulture	Team:	Botanic Gardens
Directorate:	Environment and Community Services	Division:	Parks and Recreation Services
Supervises:	This position is responsible for supervising seven (7) permanent staff directly		
Liaises With:	Internal and external customers including Manager, Coordinator, supervisors, team leaders, operational team members, other Council staff, contractors and the general public		

Position Summary

This position is responsible for effectively leading provision of curatorial and horticultural services to maintain, develop and promote the City's Botanic Gardens precinct (including zoo) as a premier regional destination.

Key Results / Skills Areas

1. Apply specialist skills in accordance with qualifications and experience
2. Provide guidance, support and supervision to team members to ensure team goals and objectives are achieved
3. Manage the development of efficient and harmonious work teams
4. Provide quality customer service (internal and external)
5. Provide input to the development, implementation and monitoring of programs and budgets
6. Supervise programs and associated budgets in accordance with position responsibilities
7. Plan, organise and supervise activities and resources efficiently and effectively
8. Utilise resources (eg equipment, staff, budget, etc) efficiently, effectively and safely
9. Complete administrative/operational/financial duties associated with the role
10. Attend, conduct and actively participate in meetings as required (internal and external)
11. Comply with legislative, statutory and policy obligations
12. Participate in and actively contribute to Change Management initiatives
13. Participate in and actively contribute to Continuous Improvement and Business Excellence
14. Participate as a member of the Division to achieve goals and objectives





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Position Responsibilities

1. Develop, implement and monitor operational and service programs to ensure objectives are met
2. Coordinate the provision of resources (eg staff, equipment, materials etc) to achieve program objectives
3. Supervise, guide, direct and develop the team
4. Manage operational/service related complaints and staff issues effectively to ensure prompt identification and appropriate action
5. Promote and ensure compliance with Occupational Health and Safety (OH&S), environmental and statutory requirements specific to the Division
6. Manage contractors to ensure work is conducted safely and to the required standard
7. Undertake responsibilities which include (but are not limited to):
 - Undertaking curatorial functions for the Botanic Gardens precinct
 - Develop the Botanic Gardens in line with the Botanic Gardens Masterplan
 - Managing the day-to-day operation of Council's Botanic Gardens zoo
 - Assisting the Supervisor with the strategic management of Council's zoo, including all compliance reporting
 - Planning and scheduling the team's routine work activities to achieve identified service levels
 - Working collaboratively with the Supervisor to develop the annual works program and to scope and prepare detailed budget estimates
 - Preparation of best practice soil and water management plans, traffic control plans and work method statements (as required)
 - Assisting the Supervisor to manage project-related complaints as required
 - Work collaboratively with the Supervisor in the management of approved botanic garden events/programs that involve specialty maintenance and/or preparation of facilities.
 - Utilising data management and other software programs to achieve position objectives
 - Completion of standard documentation, reports etc and maintenance of work method statements
 - Authorisation (within delegations) of timesheets, leave applications, plant hire stores requisitions, orders and other forms
8. Provide on-the-job training as required
9. Adhere to the principles of ecologically sustainable development, ensuring all work is carried out in accordance with required environmental sustainability standards and practices
10. Undertake other relevant duties as directed, consistent with the employee's skill, competence and training





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Organisational Responsibilities

1. Participate in and promote a team environment based on supportiveness, sharing and effective communication
2. Provide prompt, accurate, courteous and helpful customer service consistently to internal and external customers
3. Identify opportunities and challenges to enhance personal and organisational performance
4. Participate in Council's Business Planning Process including the development of Individual Performance and Development Plans
5. Convey and promote the values of the organisation in the workplace
6. Convey a positive and professional image of Council and its responsibilities
7. Adhere to Council's Code of Conduct, ensuring professional conduct is maintained at all times, particularly when procuring goods and services
8. Ensure compliance with Council's Policies, Procedures, Systems and Processes
9. Maintain organisational confidentiality
10. Identify, manage and minimise risks associated with functional areas
11. Undertake administrative responsibilities associated with the position
12. Ensure organisational records are recorded, maintained and filed appropriately
13. Ensure that Equal Employment Opportunity (EEO) principles are followed
14. Comply with all legislative requirements relevant to the position

Selection Criteria

Certificates and Licences

1. Current Class C Licence
2. Current OH&S Construction Induction Certificate (White)
3. Current NSW RTA Traffic Certificate – Worksite Traffic Control (Red)
4. Current AQF III Chemical Application Certificate
5. Chainsaw Certificate Crosscut / Felling
6. Current First Aid Certificate

Essential Qualifications, Experience, Skills and Knowledge

1. Certificate III Horticulture or equivalent and substantial work experience relevant to the position
2. Demonstrated people management skills including
 - a. Influencing and leading change in a working environment
 - b. Encouraging new ideas/learning and motivating staff
3. Well developed communication (oral and written) and interpersonal skills including conflict resolution and negotiation skills
4. Demonstrated ability and commitment to deliver excellent customer service





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Selection Criteria Continued

5. Well developed time management, planning and organisation skills including a demonstrated ability to manage multiple projects
6. Administrative experience including
 - a. Sound experience in budget preparation and management
 - b. Proficiency in the use of Microsoft Office and other software/database programs
7. Practical experience in risk assessment of projects, activities and tasks
8. Knowledge of statutory requirements of various acts and regulations relevant to the position

Desirable Qualifications, Experience, Skills and Knowledge

The following qualifications, experience, skills and knowledge are considered as desirable for this position. The opportunity to obtain the relevant desirable skills listed below will be provided by Council as part of the organisation's Salary and Progression System.

9. Certificate IV Frontline Management

The contents of this Position Description set out the essential entry level requirements for this position. To ensure Position Descriptions remain current they are subject to review and change as required.

This position description is reviewed on an annual basis and was last updated by the Human Resources Division in May 2010.

