

Job title: Team Leader Sportsfields	
Classification: Band 6	Effective Date: June 2023
Reports to: Coordinator Sportsfields	Tenure: Permanent

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

To provide high quality sporting fields using turf management practices in a safe and professional manner.

Key Responsibilities

Position Specific Responsibilities

- Provide effective leadership and supervision of team members and contractors in the delivery of appropriate and sustainable services to maintain and develop Council's sporting fields and assets.
- Lead and motivate staff in Sportsfields to achieve the departmental and Council objectives, recognising the adopted organisational values and behaviours.
- Assist with prioritisation of work rounds, rostering of team members and coordination of time banking to minimise work load fluctuations and ensuring that staff time sheets are accurate
- Assist with the review of systems and processes within the Sportsfields team to ensure a customer focussed, flexible and responsible service delivery model is maintained at all times.
- Assist with regular team meetings and prioritisation of work rounds, rostering of staff, and coordination of time banking to minimise workload fluctuations.
- Assist with the development of contract specifications, tendering of works, assessment of tenders and the monitoring and management of works performed under contract.
- Undertake ordering of Sportsfields asset supplies and ensure all goods and services are procured in line with Councils purchasing policy
- Assist with monitoring the Sportsfields Assets budget and provide input into forecasting and ongoing requirements
- Undertake monitoring of plant and equipment and coordinate scheduling of servicing and maintenance.
- Ensure all team workplaces and work practices are safe and conducted in accordance with relevant Health and Safety legislation, guidelines and codes of practice.
- Undertake staff and contractor OHS audits.
- Undertake effective project management and delivery of all capital works projects on time and within budget, within areas of responsibility, including supervision of contractors.
- Actively participate as a member of the Parks & Natural Environment leadership team.
- Provide quality customer service and specialist advice and maintain professional relationships with Sporting Clubs, Community Groups, Parkland Advisory Committees, Customers and other Key Stakeholders.

- Responsible for correspondence relating to sporting field Assets including complaint management and public information / consultation regarding proposed works.
- Undertake the timely resolution of computerised customer requests.
- Provide technical advice and information to internal and external stakeholders with a view to improving community partnerships, participation and outcomes.
- Remain aware of relevant innovation, industry trends and issues, and implement relevant changes to ensure Whitehorse City Council remains at the forefront of industry best practice.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted and responsibly managed in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Authority

Budget:

- Responsible for procurement of Sportsfields asset supplies in line with Councils procurement policy.
- Input and monitoring of Sportsfields Asset budget.

Staff responsibility:

The position assists with the supervision of Sportsfields staff, apprentices, casuals, work experience students to ensure program objectives are achieved and staff are appropriately motivated, trained and developed to undertake their duties. This position also has direct oversight of contractors.

Decision Making:

- Incumbent has the authority and freedom to act within established operations and budgetary guidelines, and the provision of various Acts, regulations, codes, technical controls, standards and Council policies.
- The position will make decisions and provide input on operational service provisions and is responsible for decisions relating to sporting field asset maintenance and upgrade programs.

Key Relationships

- The position will liaise with numerous Departments, Coordinators and staff at all levels including the Parks and Natural Environment Department, Leisure and Recreation Department, City Services Department, Project Delivery and Assets Department, and internal service delivery Departments, as well as sports clubs, residents, user groups, parkland advisory committees, internal and external committees, contractors, industry bodies, government agencies and Councillors.
- The position is required to maintain professional relationships with suppliers, contractors, consultants and various industry bodies
- The position has key responsibilities in ensuring efficient and effective customer service in accordance with the relevant policies and procedures.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Certificate or Diploma in Turf Management, Horticulture or equivalent combined with extensive experience across relevant areas of sporting field maintenance, horticulture, and landscape
- Demonstrated successful supervision of staff delivering municipal maintenance services at sporting fields.
- Demonstrated experience in all turf management operational maintenance techniques and practices, and sound plant and equipment knowledge including Cylinder Mowers, Tractors, Loaders, Verti-drain, Rollers etc.
- Demonstrated ability to prepare and maintain turf cricket wickets.
- Demonstrated ability to apply all required herbicides, insecticides, fungicides and other chemicals in accordance with safe handling procedures.

- Demonstrated understanding of the legislation related to providing safe work places and work practices.
- Demonstrated experience in providing excellent customer experiences.
- A valid Victorian driver's licence is essential.
- Satisfactory National Criminal History Check.

Technology

- The incumbent must be proficient in Microsoft applications and have the capacity to effectively utilise workplace applications for administering customer requests, work orders, asset management, procurement and budgeting.
- Demonstrated knowledge of current and new technology in the Turf Management industries and ability to implement changing work procedures as required.

Interpersonal

- The incumbent must have excellent written and verbal communication skills to enable effective interaction with internal staff, members of the public, community groups and various external parties.
- Proven ability to lead, motivate and liaise with staff and contractors to ensure successful resolution of conflict and achievement of objectives.
- Ability to prepare correspondence to ensure delivery of services and projects.

Leadership/management:

- Demonstrated ability to lead and motivate staff and contractors, including those with extensive experience, in the delivery of appropriate and sustainable services.
- Proven capacity to work and lead within teams to build constructive working relationships.
- Ability to manage a variety of complex tasks concurrently and to gain cooperation and assistance from contractors, internal clients, members of the public and other staff members.

Key Selection Criteria

- Certificate or Diploma in Turf Management, Horticulture or equivalent combined with extensive experience across relevant areas of sporting field maintenance, horticulture, and landscape
- Demonstrated successful supervision of staff delivering municipal maintenance services for sporting fields.

- Demonstrated experience in all turf management operational maintenance techniques and practices, and sound plant and equipment knowledge including Cylinder Mowers, Tractors, Loaders, Verti-drain, Rollers etc.
- Demonstrated ability to prepare and maintain turf cricket wickets.
- Demonstrated ability to apply all required herbicides, insecticides, fungicides and other chemicals in accordance with safe handling procedures.
- Demonstrated understanding of the legislation related to providing safe work places and work practices.
- Demonstrated experience in providing excellent customer experiences.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Site supervision and assistance with works programs	Daily	
Hand/Arm Movement Tasks involve use of hand/arms	Site supervision and assistance with works programs General office related tasks	Daily	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Site supervision and assistance with works programs	Daily	
Standing Tasks involve standing in an upright position	Site supervision General office related tasks	Daily	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Site supervision	Rare	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Site supervision and assistance with works programs	Daily	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Site supervision and assistance with works programs	Daily	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Site supervision and assistance with works programs	Daily	
Keyboard Duties Tasks involve sitting at workstation and using computer.	General office related tasks	Daily	
Satisfactory Vision Standard of vision required equal to that required for driver's licence			