



## Position Description

### Parks and Gardens Supervisor

<b>Title</b>	Parks and Gardens Supervisor
<b>Salary</b>	\$102,058.77 p.a.
<b>Employment Type</b>	Permanent Full-Time
<b>Reports to</b>	Council and Community Services Manager
<b>Direct Reports</b>	Parks and Garden Officer
<b>Location</b>	Angurugu, NT

#### Position Overview

The Parks and Gardens Supervisor is responsible for delivering effective and quality services related to waste management, parks and gardens, cemetery maintenance, local road maintenance, weed management and various other Council infrastructure works within the community.

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#### Key Responsibilities

1. Provide supervision and leadership for the Parks and Gardens team to achieve desired outcomes within the requirements of Workplace Health and Safety.
2. Promote a high standard of grounds maintenance, waste management services, roads maintenance, and other municipal works within the community including the identification and reporting of hazards, over hanging tree limbs and damaged infrastructure within the community.
3. Provide training and supervision to Parks and Garden Team in the safe and practical use of plant, machines, and handheld implements and tools.
4. Organise and delegate work schedules ensuring targets and schedules are met.
5. Develop and maintain effective partnerships with managers, agencies, contract service providers and other stakeholders, to assist in achieving the Groote Archipelago Regional Council's strategic objectives.
6. Provide input to the annual budget, monitor and report on the effectiveness of the service activities, policies and plans to enhance Council's strategic, business and cultural development.
7. Be responsible for the care and cleanliness of all associated Parks & Garden assets and produce all associated asset reporting and stock take reports in a timely manner.
8. Ensure the Parks & Garden work plans, waste initiative events, and periodic public area assets inspections are conducted in line with schedules and reported on as required

### **Key Selection Criteria**

- Must hold a MR, Backhoe and/or Skid Steer Loader License.
- Trade or tertiary qualifications or substantive industry experience in a related discipline (i.e. Environmental Management, Mechanic, Horticulture, Plant Operation, Training).
- Sound management skills with demonstrated ability to effectively lead, train, mentor and motivate staff to achieve high quality outcomes.
- Strong interpersonal skills, including high level written and oral communication mediation, negotiation and analytical skills with an ability to relate appropriately to staff at all levels.
- Demonstrated experience in maintaining a safe working environment and to ensure that all Workplace Health and Safety regulations are adhered to.
- Ability to interpret drawings and specifications for roads and drainage works.

### **Desirable Selection Criteria**

- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

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### **Conditions of Employment**

- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

The Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.

*Kayelene Rynne*

**Kayelene Rynne**  
**Acting Chief Executive Officer**  
**Groote Archipelago Regional Council**