

Team Leader - Sports Grounds

POSITION DESCRIPTION



Position Number:	3514
Department:	Community Services
Section:	Parks
Unit:	Parks Operations
Position Status:	Permanent Full Time
Classification:	Level 6 - Rockhampton Regional Council Certified Agreement 2018 – External Employees
Reports To:	Supervisor
Revised:	May 2020

General Position Statement

This position supports Council's direction by supervising and managing the preparation and maintenance of turf in sporting and recreation facilities to ensure it maintains an excellent standard.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Prepare and maintain sports grounds and turf cricket wickets including but not limited to gardening, irrigation, mowing, repairing, fertilizing, scarifying and rolling.
- Ensure equipment and machinery is appropriately maintained and repaired.
- Provide specialist advice in planning of sportsground and turf wicket maintenance schedules for implementation.
- Conduct soil analyses when required and make recommendations to improve nutrient availability and/or irrigation programs.
- Ensure safety plans are developed and implemented prior to commencement of construction works.
- Perform maintenance of KPI data and work matrices.
- Conduct visual inspections of park and sporting facilities and report accordingly.
- Contribute strongly to a customer service focussed culture that is committed to Council's values and strategic objectives.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience in turf management including the preparation of high quality turf cricket wickets and sportsfields.
- Ability to carry out specialised maintenance procedures and repairs to turf and horticulture machinery and equipment.
- Understanding of soil types, soil structure, nutrient availability and the necessary improvements for the benefit of the turf, surface and/or plants.
- Excellent working knowledge of procedures manuals.
- Strong knowledge of small machines and tools including maintenance and servicing requirements.
- Knowledge of effective sports field and turf management and presentation techniques and a range of cutting and aeration equipment.
- Very strong knowledge and understanding of WH&S procedures and policies.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Qualifications in Certificate III in Turf Management (or related discipline) and/or substantial work experience relevant to the position.
- Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Qualifications in Certificate IV in Horticulture (Turf Management).
- Commercial Operator's Licence (A.C.D.C).
- Traffic Management Implementation (formerly referred to as Level 2 Traffic Management).
- Ability to legally operate a motor vehicle under a "MR" Class Licence.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.

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- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling, twisting and/or squatting.

Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level Operational Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth. Further Information Appendix A.

Additional Requirements

- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- This position will be required to work outside the normal span of hours including weekends and overtime, as per the provisions in the Certified Agreement.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	

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Employee Signature:	
Date:	

Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.

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Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.