

<b>Position Title</b>	Apprentice Parks & Gardens
<b>Department</b>	City Assets
<b>Unit</b>	Open Space & Buildings Operations
<b>Team</b>	Open Space & Buildings Operations
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader
<b>Grade</b>	
<b>Date Prepared</b>	26/11/2024
<b>Date Last Updated</b>	26/11/2024

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To work as part of a team responsible for the improvement and maintenance of Council's parks, reserves, gardens and landscaped areas.

Attend TAFE, participate in on the job training, develop and obtain the skills & qualifications necessary to become a qualified greenkeeper

## Accountabilities

- Ensure parks, reserves, gardens, trees, landscaped areas, etc. are maintained in accordance with budgets, service agreements, rosters and programs.
- Identify, report and where possible rectify landscape deficiencies.
- Where necessary, provide options and recommendations, including accurate cost estimates, to rectify landscape deficiencies.
- Undertake risk and hazard assessments of all areas under the position holder's control and where necessary take corrective action.
- Provide assistance and advice to Council, management, staff, customers and the community when necessary.
- Undertake on the job skills development and training.
- Attendance and successful completion of off the job trade related practices (TAFE).
- Learn and continually apply new skills to required standards.
- Operate ride on mowers, chainsaws or other related plant as required.
- Operate minor plant items/hand tools as required.
- Ensure plant & equipment is properly used and maintained.
- Others duties as required from time to time, as directed, within the skills and competencies obtained.

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.

Capability Profile – Labourer/ TAG		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	<b>Safety and Accountability</b>	Foundational
 <b>Relationships</b>	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	<b>Work Collaboratively</b>	Foundational
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	<b>Deliver Results</b>	Foundational
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	Foundational
	Technology and Information	Foundational
 <b>People Leadership</b>	Procurement and Contracts	Foundational
	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## 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 satisfactory level for a candidate to be suitable for appointment.

## CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Safety and Accountability	Foundational	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> </ul>
<b>Results</b>		
Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> </ul>
<b>Resources</b>		
Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Takes care of work tools, equipment, facilities and community assets</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Completion of NSW Record of School Achievement (RoSA)

### Essential Experience

- Ability to develop and learn new skills
- Ability to communicate in order to establish common goals
- Ability to work and actively contribute as part of a team

### Desirable Qualifications and or Experience

- Class C Driver's Licence

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>