

Job Title & Position Number: City Precinct Facilitator (Ref: 1058)

Level: 4

Line Manager: Manager Sport & Leisure

Direct Reports: City Precinct Operations Officer – Horticulture
City Precinct Operations Officer – General Hand
City Precinct Operations Sweeper

Location: GMC

Date Reviewed: November 2024

1. Job Purpose

To present the City Precinct and HMAS Sydney II memorial to a high standard through a high level of maintenance and renewal activities.

To proactively identify and report maintenance and renewal requirements in the precinct and action accordingly.

Be the face of the City to the stakeholders of the City Precinct addressing their needs regarding maintenance and renewal activities.

To lead and supervise the City Precinct team in the delivery of efficient and effective maintenance, renewal and emergency response activities.

2. Organisational Context

The position of City Precinct Facilitator is part of the Sport and Leisure branch within the Community & Culture department. In total, four (4) branches report to the Community & Culture Director – Community & Cultural Development, Libraries, Heritage & Gallery, Mullewa District Office and Sport & Leisure.

3. Key Accountabilities

- Facilitate maintenance and renewal activities within the City Precinct including the HMAS Sydney II Memorial. These duties include lawn mowing, gardens, tree maintenance, irrigation maintenance, footpath cleaning and repair, park furniture cleaning and repair, litter removal, footpath and street sweeping, playground inspections and repairs, re-painting and graffiti removal.

- Conduct inspections of relevant City assets including playgrounds, within the City Precinct and arrange cleaning and maintenance activities as required.
- Proactively monitor the condition of the City Precinct and HMAS Sydney II Memorial, working cooperatively with external and internal stakeholders to ensure maintenance and renewal activities that are the responsibility of the city, are reported and allocated to relevant teams accordingly.
- Proactively identify emerging needs and plan, organise, co-ordinate employees and direct resources to maintain City Precinct infrastructure to a high standard.
- Lead the City Precinct team to deliver their roles outlined in the City Precinct Operational Strategy and assist in regular review and updating of the strategy.
- Provide leadership and supervision to ensure City Precinct activities are completed effectively and safely to the City's defined standards within agreed timeframes.
- Coordinate contractors, material, service supply, plant and equipment requirements and other resources required to undertake relevant City Precinct maintenance capital projects and works.
- Take responsibility for regular reporting on the City Precinct team operations.
- Implement process improvements in relation to maintenance practices and projects.
- Ensure all communications with internal/external and relevant effected residents and/or businesses are appropriately advised in advance of maintenance works.
- Undertake specific maintenance and renewal projects within the City Precinct under the guidance of the Manager Sport & Leisure.
- Respond appropriately and in a timely manner to address emergency requests in City Precinct areas to deliver an expected level of service.
- Take responsibility for ensuring submission of City Precinct Officers time sheets are accurate and timely.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City’s Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City’s strategic objectives as required.
- **Values** - create a positive working environment while upholding the City’s STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won’t blame others.</i> • <i>We will hold each other accountable for our actions and behaviour</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>

SOLIDARITY

- *We will be united in our decisions.*
- *We will be united in our actions.*
- *Our strengths will come from interdependence.*

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Qualification or equivalent experience in a related field (desirable)
- C Class driver licence
- Basic Road Traffic Management qualification (desirable)
- Blue Construction Safety Card
- Previous demonstrated experience in a similar supervisory role with ability to coordinate and manage a small work team and contractors

Knowledge and Skills

- Knowledge of maintenance practices associated with park infrastructure and reserves
- Developed ability to build effective relationships with a wide range of people from community stakeholders, officers from other branches and City management
- Competent written and verbal communication and customer service skills
- Competence in recognising, assessing and managing hazards of work activities, and assisting employees in developing risk plans and necessary control measures as appropriate
- Developed ability to source quotes and then appoint and manage contractors
- Developed ability to plan and implement work tasks as per annual work program
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles