

**The City of Greater Bendigo aspires to be a values driven organisation.**

**Working together to be the best we can for our community.**

**Our Values: We Lead, We Learn, We Care, We Contribute, We Respond, We Respect.**

<b><u>POSITION TITLE:</u></b>	<b>PARKS &amp; OPEN SPACE APPRENTICE</b>
<b><u>PRELIMIARY REQUIREMENT:</u></b>	THIS POSITION IS FOR A DJA DJA WURRUNG PERSON
<b><u>EMPLOYMENT STATUS:</u></b>	<b>FULL TIME, TEMPORARY (3 YEAR APPRENTICESHIP)</b>
<b><u>CLASSIFICATION:</u></b>	<b>APPRENTICE</b>
<b><u>SALARY RANGE:</u></b>	Band 2 Rates, from \$54,050.00 in the first year to %55,900.00 in the second year.
<b><u>UNIT:</u></b>	<b>PARKS &amp; OPEN SPACE</b>
<b><u>DATE REVIEWED:</u></b>	<b>SEPTEMBER 2018</b>
<b><u>CONTACT:</u></b>	To apply or ask further questions: Davina Wijesinghe, DJAARA, 0488 003 435 or <a href="mailto:davina.wijesinghe@djadjawurrung.com.au">davina.wijesinghe@djadjawurrung.com.au</a>
<b><u>APPLICATIONS CLOSE:</u></b>	12 February 2022

\*Note: The successful applicant will be an 'authorised worker' with the City of Greater Bendigo and must produce evidence that they have received both doses of the COVID-19 vaccine; for example, a vaccination certificate. The successful applicant will also need to provide evidence that they have passed a Working with Children's Check. This could be a WWC card or an email from the Department advising that you have passed this check.

#### **THE UNIT:**

The Parks and Open Space unit manages a large portfolio of parks, gardens, reserves, sports fields and areas of open space. With a diverse range of assets, the unit is made up of skilled and committed staff that implement a range of specialised park, horticultural and environmental management techniques and practices. The unit is also responsible for the planning and design of the City of Greater Bendigo's public spaces including parks, play spaces, recreation areas and streetscapes through the development of plans and policies that provide direction for the

development of public space. The unit also oversees open space planning within new residential areas.

**POSITION OBJECTIVES:**

- This position will strengthen relationships and build connections between the City of Greater Bendigo and the Dja Dja Wurrung Clans Aboriginal Corporation as authorities responsible for public land management in Central Victoria.
- Complete Certificate 3 in Horticulture.
- Develop a range of skills and assist with the delivery of a range of Parks and Open Space Services in the following areas:
  - Parks and Gardens Management
  - Project Management
  - Nursery Production
  - Customer Service and Administration
- The objectives of the position may develop over the term of the appointment and be related to the skills and capabilities of the employee and the strategies and goals of the Parks and Open Space Unit.

**KEY RESPONSIBILITIES & DUTIES:**

- Undertake a range of specialised environmental and horticulture tasks which contribute to achieving the goals of the Parks and Open Space Unit.
- Maintain a range of documentation associated with the Parks and Open Space Unit operations covering a range of areas including Asset Maintenance, Occupational Health and Safety, Plant and Equipment and Customer Service.
- Undertake other duties associated with the position as requested by nominated Parks and Open Space Unit Team Members.
- Provide support to both internal and external stakeholders through the provision of high level customer service.
- Complete study and training associated with undertaking a range of tasks associated with the position.

**Occupational Health and Safety**

- Responsible for compliance with Occupational Health and Safety regulations relevant to the tasks performed.

- Provide a safe working environment for the community and private property whilst engaged in work practices.
- Provide a safe working environment for self and fellow workers.
- Participate and complete relevant risk assessments and other OH&S documentation as required.
- Regular meetings with Council Supervisor and Liaison from Dja Dja Wurrung Clans Aboriginal Corporation will be arranged to discuss well being and overall experience of the traineeship.

#### **ORGANISATIONAL RELATIONSHIPS:**

Reports to:	Team Leader or nominated Supervisor which may include Coordinators or the Manager Parks and Open Space.
Supervises:	Nil
Internal Liaisons:	Parks and Open Space Unit staff and other City of Greater Bendigo Employees.
External Liaisons:	Traineeship Training Provider, Dja Dja Wurrung Clans Aboriginal Corporation, Service authorities, contractors, general public, customers and external suppliers.

#### **ACCOUNTABILITY & EXTENT OF AUTHORITY:**

- Ability to perform broad tasks involving utilisation of developed skills.
- Ability to work in a team environment or work individually under routine supervision.
- Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
- Responsible for assuring the quality of work performed.

#### **JUDGEMENT & DECISION MAKING:**

- The nature of the work is clearly defined with established procedures well understood or clearly documented.
- May be required to use some originality in approach with solutions usually attributable to application of previously encountered procedures and practices.

#### **SPECIALIST SKILLS & KNOWLEDGE:**

- Interest in sharing and learning conservation land management in the Parks, Reserves and the Open Space environment.

- A basic understanding of Occupational Health and Safety principles and the importance of their implementation within the workplace.
- Ability and willingness to learn new processes and practices quickly and efficiently.
- Ability to undertake safe and competent operation of items of mechanical plant and equipment.
- Capable of working to a plan.
- Basic administration and computer skills.

#### **MANAGEMENT SKILLS:**

- Not applicable.

#### **INTERPERSONAL SKILLS:**

- Ability to demonstrate and display CoGB's values and behaviours.
- Ability to provide excellent customer service in adherence to CoGB's Customer Service Charter.
- Skills in oral and written communication with clients, members of the public and other employees.
- A willingness to listen and learn new skills and practices.
- The ability to respond appropriately to directions given.

#### **QUALIFICATIONS & EXPERIENCE:**

- A current Victorian driver's licence that will allow the employee to drive a manual vehicle or a commitment in obtaining one.
- No specific qualifications are required, although the completion of VCE will be highly regarded.

#### **Additional Information**

As part of CoGB's recruitment procedure, a Pre-employment Medical will be required for this position.

#### **KEY SELECTION CRITERIA:**

- An interest and basic understanding of parks, open space and environmental management practices.
- Good oral and written communication skills and a commitment to provide excellent customer service to internal and external customers.
- Ability to work effectively within a team environment and/or individually under routine supervision.
  - A positive attitude and a willingness to listen and learn new skills, practices and processes.