

# WORK GROUP LEADER, HORTICULTURE POSITION DESCRIPTION

<b>Position Title:</b>	Work Group Leader, Horticulture
<b>Responsible To:</b>	Team Leader, Horticulture
<b>Council Portfolio:</b>	City Shaping
<b>PCouncil Program:</b>	City Operations
<b>Classification Level:</b>	Salaried, Level 7

## Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

## Overview of Program

The City Operations Program ensures our City's assets, including streets, park and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

## Key Relationships / Interactions

<b>Internal</b>	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
<b>External</b>	Relevant Government departments and other Local Govt authorities Principal industry organisations Contractors, vendors and service providers Residents, local communities and key stakeholder groups Business community representatives Active community participants and volunteers Council's lease and licence holders Event organisers Members of the general public

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<b>Primary Purpose</b>	<p>As part of the City Operations Program, the Workgroup Leader, Horticulture is responsible for the ongoing development, coordination, and implementation of Horticultural management and maintenance programs in areas under their control.</p> <p>This role provides day-to-day leadership and operational oversight of relevant Horticulture teams, ensuring the effective allocation of tasks and resources to meet organisational service standards, manage risk, and deliver high-quality outcomes.</p> <p>The Workgroup Leader also supports the Team Leader, Horticulture and the Manager, City Presentation in delivering efficient and effective services and projects across the city.</p>
<b>Responsibilities</b>	<p>The Work Group Leader is responsible for:</p> <ul style="list-style-type: none"><li>• Managing a comprehensive program based on the City of Adelaide's Horticultural Guidelines, relevant supporting documents and legislative requirements.</li><li>• Providing high level advice to the Team Leader, Horticulture regarding the development and streamlining of policies, procedures and program plans relevant to Horticulture teams and implementing new procedures and initiatives as required.</li><li>• Providing specialist advice, technical knowledge and support to the Horticulture teams that contributes to a strong and effective team environment.</li><li>• Providing accurate and concise technical and operational advice to City of Adelaide leaders to support improved performance across all aspects of Horticulture maintenance and management.</li><li>• Supporting the development and implementation of work processes for the Horticulture teams, while actively planning, managing and driving workplace initiatives.</li><li>• Developing workflows, responsibilities and systems for managing all incoming customer requests while fostering customer centricity, agility, positivity and resilience.</li><li>• Ensuring projects and programs are delivered in a streamlined, customer focused manner, compliant with legislation and Council policies and procedures.</li><li>• Applying sound judgement and an evidence-based approach to decision making, using data, research, and stakeholder input to make transparent and timely decisions that support service delivery and manage risk.</li><li>• Supporting the development of response recommendations to political enquiries in a transparent and timely manner.</li><li>• Contributing to the development, implementation, and compliance monitoring of policies, procedures, and regulatory frameworks relevant to Horticulture.</li><li>• Assisting in the preparation, monitoring, and management of the team's budget by providing accurate financial data, identifying cost efficiencies and ensuring alignment with organisational financial policies.</li><li>• Effectively managing workforce structure and resources by aligning skills and capacity with organisational priorities to deliver high quality outcomes within budget and timeframes.</li><li>• Leading by example to foster a respectful, inclusive and high performing workplace culture through collaboration, accountability and shared values.</li><li>• Driving a culture of capability and accountability by coaching others, identifying training needs, providing constructive feedback and empowering staff to perform at their best.</li><li>• Supporting workforce sustainability through mentoring, knowledge transfer, and succession planning initiatives.</li></ul>

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- Fostering a proactive, agile and collaborative environment by continuously reviewing practices, implementing system improvements and seeking innovative solutions to overcome challenges and enhance outcomes.
- Promoting alignment with the City of Adelaide's values, vision and Strategic Plan through effective communication and development of supporting strategies, projects and work programs.
- Representing the team, program and organisation in working groups and forums, demonstrating initiative and professionalism to ensure high quality customer service to internal and external stakeholders.
- Preparing and presenting clear, accurate reports, briefings and recommendations to senior leaders and external stakeholders to inform decision making and communicate program performance.
- Leading the development of partnerships with community, cultural, recreational organisations and private enterprise to deliver innovative programs and projects across the city.
- Liaising and negotiating effectively with Local, State, and Federal Government agencies and other stakeholders to build and maintain partnerships that support the delivery of Council's strategic outcomes.
- Ensures a strong focus on health, safety, and wellbeing by promoting safe work practices and complying with WHS legislation and Council policies and guidelines.

## Responsibilities for all Leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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## Position Criteria

<b>Qualifications</b>	A Diploma in Horticulture and/or substantial experience in a relevant field.	<b>Essential</b>
<b>People Management</b>	<p>Demonstrated ability to lead and manage people effectively, coordinating work and resources across complex projects while building team capability and driving high performance.</p> <p>Proven ability to build and maintain effective working relationships to influence and engage a broad range of internal and external stakeholders.</p> <p>Strong political acumen with the ability to anticipate the implications of decisions and successfully navigate interrelated programs or groups to achieve strategic outcomes.</p>	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	<p>Experience, commercial acumen and financial management of a broad operational maintenance function.</p> <p>Ability to understand and appreciate the financial implications of decisions and their impact and work within tight financial budgets and timelines.</p> <p>Demonstrated ability to plan and time seasonal expenditure and manage operational and capital budgets.</p>	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	Sound knowledge and experience in managing a diverse range of Horticultural functions provided by the City of Adelaide.	<b>Essential</b>
<b>Project Management</b>	Demonstrated experience in planning, managing, and delivering projects on time and within budget, including scoping, scheduling, risk management and stakeholder engagement.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	<p>Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.</p> <p>Proven ability to analyse operational systems and processes to support continuous improvement and drive innovation.</p>	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	<p>Good understanding of resource and material requirements and allocations.</p> <p>Ability to develop strong relationships with suppliers and negotiate on behalf of Council</p>	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	<p>Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups.</p> <p>Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.</p>	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	Proven ability to build and maintain positive cross program relationships and consult, negotiate and communicate with all levels of management, staff, agencies and stakeholders.	<b>Essential</b>

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	<p>Interpersonal skills which are inclusive and encourage the development, cooperation and support of others and which emphasise and encourage a professional service delivery focus. Well-developed verbal and written communication skills.</p>	
<b>Administrative Skills</b>	<p>Comprehensive knowledge of administrative processes and procedures relevant legislation, regulations and industry standards and the ability to implement these requirements.</p> <p>Appropriately administer processes and systems for workers in high risk environments to ensure work health safety is a priority in all activities undertaken.</p>	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

## Our Values



-  ACHIEVEMENT
-  COLLABORATION
-  CUSTOMER COMMITMENT
-  INTEGRITY
-  INNOVATION

### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Task</b>	<b>Office Workstation</b>		
<b>Work Area</b>	<b>Various</b>		
<b>Physical Demand Rating</b>	<b>Very Light Work</b>		

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	<b>Lift Capacity:</b> Up to 2kg (ream of paper).
<b>Walking</b>	✓			Meeting with others, moving between rooms	<b>Push / Pull Force:</b> N/A
<b>Climbing</b>	✓			Option to take the stairs	<b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings.
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	<b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse.
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	<b>PPE:</b> Office attire and appropriate footwear.
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.

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