

# Welcome to the ISAAC REGION

ISAAC  
REGION

## TEAM LEADER - HORTICULTURE

### POSITION DESCRIPTION

Position Title	Team Leader – Horticulture
Directorate	Infrastructure Services
Department	Parks and Recreation
Position No.	52,211.00
Classification	Level Three (3) – Level Five (5)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Overseer – Parks and Recreation
Last Review Date	January 2026

### ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

### DEPARTMENT SUMMARY:

The Infrastructure Services Directorate ensures an integrated approach and responsibility for Roads & Drainage Infrastructure, Parks & Recreation, Technical Services, Plant & Fleet, and operations of Council.

## **POSITION SUMMARY:**

The Team Leader position will assist to program, organise and deliver parks and recreation operational and capital programs and shall provide the operational leadership of parks and recreation activities. The Team Leader will be self driven and expected to work with their team to provide workload support, on ground training, education and overall support to ensure the service level expectations are met throughout the municipality.

## **DUTIES:**

1. Manage and promote a safe working environment.
2. Manage and promote Environmental and Cultural Heritage compliance.
3. Develop a positive customer and community focus within all parks and recreation activities, functions and developments.
4. Assist in the oversight and management of IRC parks and recreation facilities associated plant and equipment.
5. Supervise the delivery of operational program and capital parks and recreation projects.
6. Duties undertaken 'on the ground' and outside of the depot will account for approximately 80% of the workload.
7. Report and provide advice to the Overseer on the status, effectiveness and efficiency of the parks and recreation programs and projects. As well as auditing and ordering of materials and resources to effectively complete operational works
8. Liaise with internal and external stakeholders.
9. End to end daily supervision and allocation of staff, resources and contractors including procurement to ensure works align with standards and legislation.
10. Prepare, track, monitor weekly plans and review the monthly works plans.
11. Monitor and evaluate outputs and costs to demonstrate value of service delivery.
12. Ensuring compliance and monitoring of the Parks & Recreation Quality Management System.
13. Assist in the development of operational staff: performance management; training needs, career development, and succession planning.
14. Undertake any other duties as reasonably directed within the employee's skills, competence and training.

## **KEY COMPETENCIES:**

### **Essential**

1. Knowledge of Local Government administrative systems, processes and service functions of the various departments within Council.
2. Demonstrated ability to allocate workflows and resources to achieve works program objectives.
3. Well-developed communication skills both oral and written including use of Microsoft Office Suite.

### **Experience**

1. Demonstrated supervisory and leadership experience within parks and recreation teams, preferably in Local Government.
2. Knowledge and/or experience in horticulture, parks and gardens maintenance and/or sports turf maintenance

### **Qualifications**

#### **Mandatory – this role requires the possession of:**

1. Construction White Card (Construction Industry)/ Blue Card

2. The role requires the possession of a current LR Class Open Australian Drivers Licence.
3. ACDC Chemical application certificate

**Desirable**

1. Tertiary qualifications relevant to Horticulture, Parks and Gardens or Sports Turf Management (minimum Cert III), willing to obtain in a reasonable timeframe or other significant demonstrated successful experience in a similar role is desirable.

**DELEGATED AUTHORITY AND ACCOUNTABILITY:**

Delegations as detailed in Council's Delegation of Authority register.

**EXTENT OF AUTHORITY:**

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

**CERTIFICATION:**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		