



Employment Application Pack

Position Title:	Manager Parks and Open Spaces
Vacancy Reference Number:	VRN26/27-057
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Contract
Remuneration:	\$150,000 cash component + negotiable allowances and superannuation
Recruitment Commences:	30 September 2026
Recruitment Closes:	14 October 2026

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page three of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Manager Parks and Open Spaces					VRN 26/27-057		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____							
MAILING ADDRESS:					MOBILE NO:		
POSTCODE:					TELEPHONE NO:		
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
☐ Facebook		☐ SEEK		☐ LinkedIn			
☐ Newspapers _____		☐ Posters/Mail outs		☐ The Australian Local Government Job Directory			
☐ Banana Shire Council Website		☐ On-Line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes ☐ No ☐							
If no, do you have a working visa? (Please specify type) Yes ☐ No ☐							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	☐ Car (C)	☐ LR	☐ MR	☐ HR	☐ HC	☐ MC	☐ RE/R
	☐ Open	☐ Provisional	☐ Learners				
Licence issued in	☐ Queensland		☐ Another State/Territory		☐ Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):							
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No							
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No							
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)							
Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School							
Course Name:					Year Qualification Obtained:		
Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School							
Name of Establishment: _____ Country (If outside Australia): _____							

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned

Manager Parks and Open Spaces

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Manager Parks and Open Spaces		
Classification:	Contract	Position Status:	Full Time, Contract
Employment Conditions:	Contract (4 years)		
Department:	Infrastructure Services	Location:	Biloela
Reports to:	Director Infrastructure Services	Number of reports:	3 approx.

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

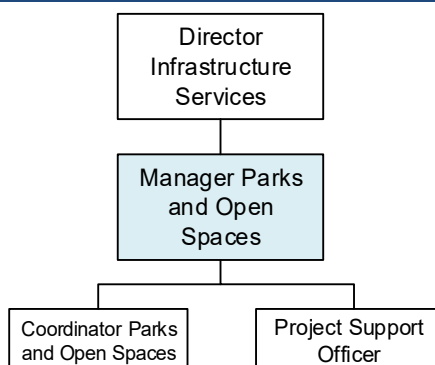
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

To provide leadership, development, strategic and operational direction to the Parks and Open Spaces Department to enable it to effectively and efficiently deliver high quality parks, gardens, sporting facilities, open space, streetscape, irrigation and recreational infrastructure services to the community. The role is responsible for leading and developing the department's workforce while ensuring the safe, efficient and financially sustainable delivery of operational and capital works programs. It also provides strategic planning, resource and budget management, compliance oversight and continuous improvement to support Council's objectives.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Provide accountable leadership of the Parks and Open Spaces section, ensuring a positive workplace culture, high performance, customer-focused service delivery and achievement of departmental objectives
- Lead, mentor and develop supervisors and employees to build capability, support succession planning and maintain a sustainable workforce
- Develop and implement strategic plans, workforce plans, business improvement initiatives and service delivery strategies aligned with Council's Corporate Plan and Operational Plan
- Manage the efficient and effective delivery of operational maintenance, service programs and capital works activities
- Prepare and manage operational and capital budgets, monitor financial performance and provide financial reporting and recommendations
- Assist in the development of Operational Plans and Capital Works Programs relating to parks, open spaces, sporting facilities, irrigation infrastructure and recreational assets
- Coordinate the planning, programming and delivery of operational works and capital projects to ensure outcomes are achieved within approved scope, budget and timeframes
- Ensure the effective allocation and utilisation of departmental resources, including employees, plant, equipment and contractors
- Monitor operational performance and implement continuous improvement initiatives to enhance efficiency and service delivery outcomes
- Coordinate and manage community agreements, lease arrangements, maintenance agreements and partnerships relevant to Parks and Open Spaces
- Prepare reports and provide professional advice to Council, Executive Management and the Director Infrastructure Services on departmental matters
- Ensure compliance with relevant legislation, policies, standards, licences, agreements and regulatory requirements.
- Lead and promote workplace health and safety, risk management and environmental sustainability across departmental operations
- Maintain quality management systems and standards to support effective and continuous service improvement
- Participate in recruitment, induction, training and performance development processes for departmental employees
- Contribute to the promotion of the image of Council and the maximisation of positive community relations
- Liaise with Council staff, community groups, sporting organisations, contractors, consultants, utility providers and government authorities in the performance of duties
- Undertake routine administrative tasks as required by the position
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery activities as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Degree or Diploma in a relevant discipline (such as Horticulture, Environmental Management, Recreation Management, Business), together with substantial relevant experience
- Queensland "C" Class Driver Licence
- Queensland General Safety Induction White Card.

Desirable

- Leadership or Management qualification
- Project Management qualification
- Qualification in Workplace Health and Safety
- Experience in Local Government service delivery and asset management.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated leadership and people management experience, including developing teams, managing performance and leading change
- Demonstrated experience managing operational service delivery, maintenance programs and capital works projects
- Demonstrated experience in strategic planning, workforce planning, resource management and organisational development
- Demonstrated experience in the preparation, management and reporting of operational and capital budgets
- Sound knowledge of project management, operational planning, scheduling and resource allocation
- Well-developed communication and stakeholder engagement skills, supported by a sound understanding of Workplace Health and Safety, compliance and continuous improvement principles.

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Environment and Sustainability policy and procedure
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures.

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual driver's licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available for work on weekends and public holidays as required.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: