

# POSITION DESCRIPTION



<b>Position</b>	Grounds and Landscapes Manager
<b>Level/Classification</b>	HEW0808
<b>Reports to</b>	Manager, Campus Operations and Services
<b>Unit</b>	Campus Operations and Services
<b>Directorate</b>	Chief Experience Office
<b>Positions Supervised</b>	Nil – outsourced contracts and services

## Position Purpose

Under the broad direction of the Manager, Campus Operations and Services, this position will lead and manage all operational and administrative aspects of grounds maintenance and associated landscape and open space activities.

The Grounds and Landscapes Manager will work closely with colleagues and stakeholders to manage contracts and services to ensure that Murdoch University grounds, landscape and open spaces across its multiple campuses are maintained and presented in accordance with the Campus Development Plan, Sustainability Strategy, operational requirements, university policy and industry standards.

This key position is responsible for overseeing the planning, coordination, scheduling and implementation of programmed grounds services, reactive activities and refurbishment works to ensure the University campus landscape is managed and regenerated in accordance with its sustainability values and actions, meets its safety and legislative requirements, whilst delivering a unique and welcoming campus experience to the University community.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

### **About the Work Area**

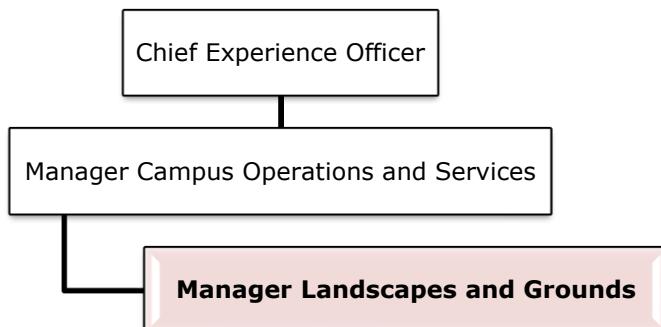
Campus Operations and Services business unit is responsible for the strategic planning, operational management, coordination of works and tailored delivery of services to support Murdoch's strategic and academic goals, and to enable a safe and conducive environment for students, staff and the broader University community.

The broad range of campus operations and services include grounds and landscape maintenance, security and community safety, transport, parking and traffic, cleaning and hygienic services, waste management, pest and feral animal control, mail, logistics and central stores.

Working within the Campus Operations and Services business unit, the position will lead the operational planning, management and implementation of the University's grounds and landscape services relating to:

- Grounds and landscape maintenance
- Contractor management and service delivery
- Landscape rehabilitation and project management
- Environmental sustainability
- Campus activation and event management
- Asset and infrastructure performance and reliability
- WHS, risk management and compliance
- Systems, policy and reporting

### **Reporting Relationships**



## **Key Responsibilities/Duties**

1. Effectively manage grounds maintenance contracts and other landscape service agreements to ensure quality, service standards, compliance, performance and objectives are delivered and achieved, and aligned with the sustainability strategy.
2. Formulate and schedule programmed grounds maintenance activities including management of unplanned and reactive maintenance works.
3. Lead and facilitate the development of grounds maintenance tenders, contracts and service agreements ensuring they deliver appropriate service, performance, risk, and financial management.
4. Management of the grounds business unit within allocated budgets including undertaking related financial administration and developing funding requests for projects and capital works.
5. Oversee the regular inspection, maintenance, and asset management of all grounds and landscaping and related infrastructure, liaising with stakeholders and supervision of contractors to proactively manage maintenance and issues.
6. Lead the development and implementation of landscape plans to effectively maintain, enhance and rehabilitate the natural beauty and environmental sustainability of Murdoch University grounds, landscape and open spaces.
7. Identify and implement through contractor activities innovative and grounds maintenance practices (related but not limited to water usage and irrigation, turf and gardens, planting, green waste, fleet and equipment, fertiliser and chemical usage), enabling alignment with University sustainability strategy goals and actions.
8. Undertake regular site inspections and monitoring of sensitive spaces to ensure native species and appropriate habitats are supported, providing reports and recommendations for improvements where required
9. Manages systems, policy and guidelines including Geographical Information Systems and Arborist database to capture and manage both grounds and landscape assets.
10. Act as the landscaping and grounds subject matter expert in relation to the Campus Development Plan, Sustainability Strategy Actions, Capital Projects, and Asset Maintenance works.
11. Liaison with key internal stakeholders and government agencies, ensuring Murdoch University meets its WHS and contractual requirements and sustainability commitments relating to water, biodiversity, climate, circularity and transport.
12. Support colleagues, students and community groups, and volunteers on special landscape, conservation and biodiversity related projects and initiatives, and represent Campus Operations and Services in the coordination and delivery of those activities.

## **Selection Criteria**

### **Essential**

1. Completion of a relevant degree qualification in Conservation and Land Management, or Diploma of Horticulture or an equivalent combination of relevant experience and/ or education and training.
2. Experience in managing contractors across a diverse portfolio of medium to large grounds and landscapes with a demonstrated understanding of Western Australian biodiversity and reserves.
3. Demonstrated experience in the management and delivery of planned and reactive grounds maintenance and landscape services, habitat environments, asset management, landscape development plans and minor works, including compliance with legislation and standards.

4. Proven understanding of grounds planning and the value of landscapes, sustainability practices, biodiversity, and natural features in delivering aesthetic open spaces and a positive connection and experience for those who use the space.
5. Demonstrated experience in procurement of services, including scope development and contractor and supplier management to ensure compliance, service delivery and performance.
6. Financial management experience in developing budgets, operating within allocation, tracking of expenditure and financial administration.
7. Excellent problem solving, organisational skills and a proactive approach to handle multiple priorities, service delivery and timeframes.
8. Experience in the implementation of safe grounds practices and procedures, with knowledge and an understanding of managing risk, relevant WHS policy, legislation and practical application in the workplace.
9. Demonstrated ability to develop and maintain positive communication and customer focused relationships with colleagues, internal clients, contractors, suppliers, and other key stakeholder groups including government agencies.
10. Demonstrated computer knowledge and proficiency using Microsoft Office suite of products.

### **Desirable**

1. Experience in a similar position in a University or large organisation.
2. Knowledge of facilities / asset management software and Permit to Work systems.

### **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Occasional travel to other campuses. Note: A University vehicle is available for work-related duties on the South St campus and for travel across campuses.
3. Ability to work outside of normal hours when required.
4. Maintain industry knowledge relevant to the position.
5. Current 'C' class driver's licence.
6. Maintain a level of fitness appropriate to fulfil the requirements of the role.
7. The applicant for this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure. (Please check the Employee Background Checks Procedure if the role requires this).

### **General Obligations**

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

### **Guiding Principles and Values/Code of Ethics and Code of Conduct**

#### **Our Values**

- Authenticity

- Integrity
- Respect
- Inclusivity
- Openness

### Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*