

# Bass Coast Landcare Network

## Position Description



**POSITION:** WORKS CREW TEAM LEADER

**ACCOUNTABLE TO:** ECOSYSTEMS COORDINATOR      **STATUS (EFT):** 1.0 EFT

**OCCUPANT:** T.B.C

**ISSUE #:** 1      **DATE:** NOVEMBER 2017

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### 1. POSITION OBJECTIVES

- To effectively and efficiently implement all Works Crew Programs for maintenance and proactive activities, whether on public or private lands in accordance with BCLN policies and adopted budgets and as per the direction of the Ecosystems Coordinator.
- Control, organise, supervise and provide leadership to all Works Crew staff both direct employees of and volunteers to BCLN in undertaking the Works Crew programs including the requirements to ensure that all personnel are adequately trained and skilled to implement the works required.
- To schedule the works programme in line with estimates and defined budgets
- To develop and support the BCLN works crew by identifying business opportunities and acting upon these opportunities with current and future partners
- Support correct WH&S practices within the group and the organisation as a whole.
- Undertake works as contracted including contract chemical / herbicide spraying work.
- To help build a genuinely collaborative community of practice and culture in BCLN

### 2. KEY RESPONSIBILITY AREAS

#### 2.1 Supervise and Develop BCLN Works Crew Team

- Plan, organise, schedule and supervise all on ground works conducted by the team
- Develop a schedule of works, including scheduling of existing and new projects, budgets, costings, new projects, grants etc.
- Contract and job administration, from development to acquittal
- Planning, organising, costing and supervising private works as required
- Fulfil contract works including chemical spraying with various herbicides
- Develop BCLN Works crew in areas including, but not limited to; scope of works, profitability and staff development.
- Oversee cost of BCLN Works Crew within the budget guidelines as agreed
- Other relevant or related duties as assigned by the Ecosystems Coordinator

## **2.2 Support Bass Coast Landcare Network**

- Liaise between BCLN, relevant authorities and landholders to undertake works
- Assist Landcare staff in the delivery and recording of the 'On Ground' works.
- In the area of expertise respond professionally and accurately to enquiries within a reasonable time period, maintaining detailed records of all advice provided.
- Maintain accurate records and present reports for presentation as required
- Oversee the application, prioritisation, species selection and subsequent implementation of on-ground works in conjunction with local group project officers.

## **2.3 Planning, Monitoring and Evaluation of Projects**

- Coordinate site visits on all project sites to ensure works to be undertaken meet the standards and guidelines.
- Coordinate post work site visits ensuring works meet standards and guidelines.
- Monitor standards of stock grown / provided to ensure they meet requirements as set by the Project and reported to nurseries through ordering correspondence.
- Maintain a mapping process which records works undertaken.
- Produce relevant reports to enable accurate recording and reporting of BCLN activities.

## **3. ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Ecosystems Coordinator

**Supervises:** Trainees, Volunteers, Works Crew

## **4. QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- Qualification in Conservation and Land Management, or related field, and / or appropriate extensive experience.
- Demonstrated experience in developing teams and expanding business opportunities
- Demonstrated experience in supervision of environmental maintenance programs
- Demonstrated successful experience in personnel management including assisting with recruitment, monitoring staff performance, conflict resolution, industrial relations, team building etc.
- Demonstrated successful ability to self-manage, plan and achieve performance based outcomes
- Demonstrated successful competency in contract and contractor management
- Demonstrated effective written and verbal communication skills
- Demonstrated ability to perform a wide range of labouring, improvement, maintenance, planting and repair activities.
- Physical capability to frequently perform manual labouring tasks that may involve strenuous activity, repetitive action and work in an outdoor environment.
- ACUP Permit
- Current manual driver's license
- Current Working with Children Check

### **Preferable**

- Demonstrated skills in budgeting, financial controls and reporting
- Demonstrated Microsoft skills
- Traffic Management qualifications (basic worksite traffic management etc.)
- Management qualifications

***The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, are not absolutely essential.***

### **5. SPECIAL CONDITIONS**

- A medical examination may be required prior to commencement of employment
- Availability for weekend work at peak times may be required

### **6. EQUAL OPPORTUNITY EMPLOYMENT**

- Bass Coast Landcare Network is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.

### **7. WAGES AND CLASSIFICATION**

- Competitive salary and benefits in line with qualifications and experience

### **8. SELECTION CRITERIA**

- Relevant qualification in Conservation and Land Management or related field, minimum Certificate IV
- Demonstrated experience and skills in operations of small plant, identification of plant species, knowledge of maintenance practices used in conservation and land management.
- Demonstrated successful experience in managing and developing teams and business opportunities in a positive manner
- Demonstrated effective written and verbal communication skills
- Demonstrated literacy and numeracy skills
- Demonstrated successful ability to monitor and maintain quality in own work
- Well developed time management and daily planning skills, and demonstrated ability to manage multiple contracts
- Demonstrated skill in Microsoft office products
- Manual drivers license
- Current Working with Children Check

***This position description is not intended to be all inclusive and other or additional duties may be required by the incumbent.***

***All these additional or other duties will be in line with the current skill level and abilities of the incumbent.***