# **Position Description**

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| **Position Title:** | Field Supervisor Bush Regeneration  |
| **Directorate:** | City Wide Services |
| **Service Unit:** | Parks & Recreation |
| **Salary Point:** | 7 |
| **Position Reports To:** | Natural Area Manager |
| **Staff Management:** | Yes |
| **Budget Responsibility:** | No |
| **Date PD Reviewed:** | 4 April 2019 |

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| **Organisation Context of Position** |
| Newcastle City Council employs over 900 staff and is responsible for a local government area of 187km2. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, Newcastle City Council has a variety of locations across the City and encompasses 5 Directorates:* Governance
* Strategy and Engagement
* People and Culture
* Infrastructure and Property
* City Wide Services

The purpose of the City Wide Services Directorate is to:* Ensure Council's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across Council.
* Facilitate a high level of community connection across and on behalf of Council.
* Ensure services are set at a level that is clearly articulated to the elected Council and which are financially sustainable.
* Set a benchmark for the organisation of exemplary customer service.

 The Service Units and Elements that form the City Wide Services Directorate are:* Art Gallery (Service Element)
* Museum (Service Element)
* Civic Services
* Libraries & Learning
* Customer Service
* Waste Services
* Facilities & Recreation
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| **Workplace Health & Safety** |
| **WHS RAA Level** | Level  |
| For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities. |

**Position Responsibilities**

* Ensure efficient and effective natural asset maintenance by applying necessary planning, organisation, supervision of day labour, volunteers, Landcare and contractor.
* Supervise direct and coordinate plant, materials and labour to complete allocated works within budget and nominated timeframes
* Provide high quality bush regeneration to each area
* Performing a wide range of natural resource management and horticultural practices in line with set service levels including landscape works, recreational facilities maintenance and bush regeneration
* Produce detailed, high quality reports such as workplace inspection reports, plant inspections, equipment inventory and incident reports
* Promote teamwork and team building with all teams of employees and volunteers
* Ensuring the Work Health & Safety of employees, the general public during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with Council’s Code of Safety Practice and Occupational Health & Safety Guidelines
* Supervise and train employees and volunteers in the correct use of machinery and hand tools
* Lead team meetings and encourage active participation of employees
* Develop and maintain an annual works program for natural resource maintenance and associated landscape works
* Maintaining accurate and detailed records of all work in progress activities in accordance with Council’s Integrated Management System recording procedures such as, labour and plant timesheets, goods received, accidents / incidents relating to the works at hand, purchase requisitions, risk assessments, etc
* Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee’s skill, competence and training

**Position Selection Criteria**

**Essential**

* 1. Tertiary qualifications in natural resource management and/or relevant knowledge, experience and a demonstrated capacity to deliver
	2. Proven experience in developing bush regeneration scope of works and associated planning to estimate the cost to achieve the agreed service levels for a site.
	3. Ability to efficiently organise and/or coordinate labour, plant, and resources to achieve set service level standards including maintaining accurate detailed records
	4. Well developed written and verbal communication skills and the ability to plan and deliver effective presentations
	5. High level of experience in the provision of technical advice to a range of customers
	6. Proven ability to undertake large bushland, landscape, construction works and enhancement works including the ability to interpret landscape plans, standards and related documentation
	7. High level of ability to work independently, provide leadership, promote teamwork to achieve desired outcomes
	8. Class C driver’s licence (manual)

**Desirable**

1. Ability to interact with all levels of staff, volunteers and the community to achieve desired outcomes.
2. Experience using Computer software programs e.g. One Council, Microsoft software WHS Management System