



## Position Description

**Team Leader/Supervisor/Coordinator**

<b>Position Title</b>	<b>Invasive Weeds Team Leader</b>
<b>Division</b>	Development and Environment
<b>Section</b>	Environmental Services
<b>Reports to</b>	Natural Resources Manager
<b>Grade</b>	9
<b>Direct Reports</b>	5
<b>Indirect Reports</b>	0

### Position purpose

To lead the operational delivery of the mapping management and control of invasive weeds undertaken by Councils' Invasive Weeds Team. To provide expert advice on the identification and management of invasive weeds.

### Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

### Position specific responsibilities

- To coordinate the operational delivery of mapping management and control works undertaken by Councils' Invasive Weeds team.
- To develop and manage forward monthly and annual works programme with staff and relevant infrastructure assets owners
- Assist with the integration and strategic planning and management of Councils bushland assets.
- Liaise and coordinate invasive weed management with Councils Biosecurity Officer – Weeds.
- Provide expert advice to external and internal customers.
- To undertake Employee Engagement Program discussions with staff and support them in goal-setting and professional development
- Ensure staff, contractors and volunteers are operating safely in accordance with the Work Health and Safety Act.



- To project manage contracted invasive weeds works in accordance with the Work Health and Safety Act and the Pesticides Act.
- Ensure all weed control equipment is correctly stocked, maintained and calibrated, and monitor technological advances in equipment, herbicides and application techniques
- Any other related duties as directed.



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

### Values-based behaviours for Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
<b>Communication</b>	<ul style="list-style-type: none"><li>• I ensure that roles and responsibilities are clearly communicated</li><li>• I actively listen to the concerns of my staff and customers</li><li>• I keep my team members informed</li><li>• I provide regular, valid and objective feedback in relation to individual performance</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others</li><li>• I ensure that the actions of myself and others are focused on achieving organisational outcomes</li><li>• I take responsibility for the behaviour and performance of my staff members within the workplace</li><li>• I deal with issues when they arise</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• I lead by example</li><li>• I set clear objectives and goals for my team to achieve</li><li>• I contribute to the change process and see change as an opportunity to improve performance</li><li>• I ensure my team is working well together</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I maintain confidentiality</li><li>• I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same</li><li>• I am fair and consistent in my dealings</li><li>• I am honest with my staff</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I acknowledge the achievements of my team members</li><li>• I encourage a positive working environment</li><li>• I am engaged, enthusiastic and motivated</li><li>• I mentor and coach my team</li></ul>



**Document Endorsement**

**Date**     14/12/17

**Group Manager**

Environmental Services  
\_\_\_\_\_

**Date**     14/12/17

**Director**

Development and Environment  
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I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name**

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**Employee Signature**

\_\_\_\_\_

**Date**

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