Team Leader Invasive Species

# POSITION PROFILE

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| **Division** | Shire Infrastructure | **Status** | Full time - Permanent  |
| **Unit** | Parks Operations | **Salary Grade** | Grade 9 Step 1-3 |
| **Reports to** | Coordinator Bushland | **Reviewed** |  |

# STRATEGIC INTENT

The Parks Operation Business Unit is an operational unit which provides passive, active open space, bush reserve, tree and formal garden maintenance, turf wicket and pest species management, oval renovations and minor landscaping works.

The unit’s key objectives focus on maintaining the local infrastructure to improve life-span and usability, maintaining the natural environment, while meeting agreed service standards, and the diverse needs of the community.

# POSITION PURPOSE

The position is responsible for leading an operational team in the management of pest species, including both flora and fauna. The role of Team Leader Invasive Species is a hands-on role with primary responsibility for the development and implementation of pest control programs for lands designated under Council’s authority as per relevant Government Legislation

The incumbent will be responsible for seeking and administering Grant and Operational funding, providing educational services, including coordination of resources both internal and external contractors. Additionally, a key function of the position is to ensure that works are completed in an effective, efficient and safe manner in compliance with council’s applicable Policies and Operating Procedures.

# POSITION OUTCOMES AND ACCOUNTABILITIES

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| **OUTCOME TO BE DELIVERED** | **PERFORMANCE STANDARD** |
| ***Individual;**** Lead and develop an operational team.
* Manage pest species (flora & fauna) program within the Sutherland Shire LGA.
* Develop and implement strategies to control pest species, including specific techniques.
* Manage and administer funds (approx $600k p/a) associated with pest species control, including Grant funding applications.
* Deliver customer services to the community in line with B/Unit Operating plan and Council Delivery Plan.
* Perform other associated duties as directed.
 | * Work is performed to agreed customer service standard and associated timeframe.
* Work records are maintained including: eg, work measures, employee performance appraisals.
* Unit’s customers are treated with respect and courtesy.
* Maintain records associated with the position and team activities.
* Work is performed to relevant or agreed service standard and timeframe.
* Expenditure is monitored regularly in line with Council financial processes with any discrepancies from budget reported to line management.
* Provide sound and timely technical advice and services to internal and external customers.
* Provision of business performance reports as required.
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| ***Work Team / WHS;**** Establishment of the objectives / tasks of the work team.
* Team work performance targets are achieved.
* Ensure compliance with Council policies, plans, guidelines, and legislative requirements.
* Convey information relevant to the job to the Coordinator, Manager, peers and other work team members.
 | * Duties are assigned and performed in an efficient and effective manner and to the standard required.
* Team productivity levels are monitored and reported to Coordinator / Manager.
* Resources are efficiently and effectively utilised.
* Work activities are performed in compliance with 2011 WHS Act and Council WHS Management System & Procedures.
* Relevant policies, plans, guidelines and legislation are implemented and complied with by all team members.
* Personnel are advised of relevant job related issues and occurrences.
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| ***Operation and Maintenance of Plant & Machinery;**** Select and prepare appropriate plant and equipment for use as required.
* Ensure that plant and equipment is used and serviced in accordance with the manufacturer’s specification.

Ensure the security of Council goods, plant and equipment.* Monitor condition and performance of plant and equipment.
* Apply horticultural chemicals, as required.
 | * Equipment is selected to ensure that work is carried out safely and efficiently.
* Pre-start operating checks are completed to manufacturer’s instructions.
* Equipment operation is checked, defects are reported and repairs or replacements are arranged.
* Plant and equipment cleaned and stored as required.
* Incidence of theft, loss or damage of Council assets attributed to the actions of employees is negated and reported.
* Vehicles are loaded with specified materials within allowable load limits. Loads are handled and secured to WorkCover, RMS, and SSC specifications.
* Chemicals are applied according to legislative and SSC policy / guidelines.
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| ***Traffic Control;**** Establish and manage a traffic control plan around a work site.
* Control traffic (plant & people) at a work site.
 | * Work site traffic control plan developed
* Work team consulted / instructed in the implementation of the traffic control plan.
* Traffic barriers and warning signage erected according to plan.

Pedestrian and vehicular traffic diverted around the work site in a safe manner. |
| ***Financial Accountability;***This position has been identified as having the responsibility of managing financial transactions for the organisation, as required. | * In undertaking these duties you are placed in a position of trust and must abide by Council’s Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.
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# SELECTION CRITERIA / SUCCESS PROFILE

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| **Qualifications, Certificates or Licences** | Essential | * Diploma in Resource, Environmental or Conservation & Land Management (or similar qualification)
* NSW WHS General Induction Card (old White card)
* AQF3 Chemical Application (or equivalent)
* Class C Drivers Licence (valid)
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|  | Desirable | * Vertebrate Pest Management course (or equivalent)
* First Aid Certificate
* Traffic Control Certificates (Blue/Yellow Level or equivalent)
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| **Experience or skills** | Essential | * Minimum 5 years recent industrial experience in a similar role / duties
* Demonstrated ability to plan and execute programs of work / projects
* Sound technical knowledge of pests and pest control management techniques
* Operation and maintenance of specialised plant and equipment, including 4WD
* Safe handling, use and storage of chemicals, along with other materials
* Strong communication skills with the ability to effectively liaise with staff, peers, contractors and general public
* Demonstrated understanding of WHS and application of safe working methods
* Demonstrated knowledge of applicable legislation
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|  | Desirable | Financial management, administrative and system application skills Provision of worksite traffic control and management* Demonstrated ability to write business reports and develop Policy / Procedures
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# CORE CAPABILITIES

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| **Attributes** | * **Decision making**: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them
* **Task oriented:** Ability to ensure set tasks are achieved, and interacts with others to achieve desired outcomes.
* **Workplace documents**: Ability to read, interpret and complete workplace documents, plans and records.
* **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them
* **Communication skills**: effective verbal and written communication skills.
* **People skills**: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.
* **Team focussed**: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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# OUR VALUES

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| **Behaviours** | * **Collaborate** - We are a united team. We work together to deliver great outcomes for our community
* **Achieve** - We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community
* **Respect** – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
* **Evolve** – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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# CORPORATE OBLIGATIONS

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| **Employees** | Up to 5 direct reports – refer to Unit structure  |
| **Delegations** | Authority to operate within the Delegations attached to the position |
| **Risk Management** | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks |
| **Financial Management** | Managing budgets and expenditure approximately $600K ( including Grant funding) undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters |
| **Workplace Health and Safety** | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work |
| **Code of Conduct** | All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it |
| **Workplace Behaviour & EEO**  | All activities must comply with Council’s Workplace Behaviour Guidelines |
| **Enterprise Content Management** | Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction |
| **Continuous Improvement** | Identify obsolete and inefficient practices and recommend changes where appropriate |
| **Customer Focus** | Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery |
| **Procurement** | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement |

# SPECIFIC CONDITIONS OF EMPLOYMENT

Employment is under award conditions, 38 hour 9 day fortnight, hours of operation are 6.50am until 3.37pm, trade and plant licences are to be maintained valid at all times, employees of Council can and will be asked / expected to work at various locations and in teams across the Shire.

Additionally, this role requires the incumbent to perform night duties from time to time as required due to operational / seasonal work factors, shift penalties are paid accordingly.

# SIGNATURE

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Incumbent (signature)                                                Date