



NATIONAL TRUST OF AUSTRALIA (NSW)

JOB DESCRIPTION

Title: Regional Manager BMS
Location: Observatory Hill
Reporting to: Director BMS National Trust of Australia (NSW)
Department: Bushland Management Services (BMS)
Hours per week: 38

HOURS OF WORK AND BREAKS

You will be employed on a permanent fulltime basis. The duration of a normal work day is 8 hours which is ordinarily performed between the hours of 7:00am to 3:06pm if onsite, or 8:30 – 4:36pm if in the office Monday to Friday. You are entitled to ½ hour unpaid lunch break and a 10 min (paid) morning break

POSITION SUMMARY

The role is responsible for BMS project management within a specific region of Sydney, including preparation of site strategies and management of contracts. This role will also be responsible for the writing and submission of all reports required for contract fulfilment and invoicing and may, from time to time, assist the Business Manager in quoting for contracts with the relevant councils within their region.

RESPONSIBILITIES AND ACCOUNTABILITIES

A Regional Manager is accountable for:

- Professional liaison with clients
- General project management (stock ordering, provision of materials, equipment, field staff allocation to projects etc),
- Managing, coordinating and rationalising the implementation of contract specifications through respective Site Supervisors.
- Quoting for clients in your given locality, as required.
- Generating all project monthly and annual reports relating to contracts.
- Ensuring correct invoicing amounts month to month.
- Conducting business according to National Trust's (NT) Integrated Management system (IMS) requirements and guidelines.
- Generating site specific WH&S documentation as per National Trust's IMS.
- Ensuring a minimum of 40% of your work hours are recoverable from sites.

1. General Duties

A Regional Manager must:

- Provide competent and confident leadership site supervisors and their ground staff teams
- Provide supervision, technical advice and support to site supervisors and their ground staff teams
- Coordinate the preparation of training materials when required as per NT IMS
- Assist with applying for any relevant licenses if required (e.g. Section 132C)

- Coordinate field staff allocations to projects.
- Generate spread sheet for all current works including information like monetary value of project, start and end dates, site and land ownership details etc
- Set up files to ensure that all relevant project information is adequately documented and stored as per NT IMS.
- Assist with other work deemed necessary by the BMS Director as required.

2. Quoting

A Regional Manager may be required to:

- Attend scheduled pre quotation meetings with clients.
- Undertake site assessment & preparation of quotes for future works.
- Generate itemised costing sheets in conjunction with quotes.
- Deliver quotations within given time frames.
- Prepare quotation documents, as required

3. Administration

A Regional Manager is responsible for:

- Ongoing monitoring of contract hours and project progress.
- Updating 'Accounting Check List' spread sheets for generating invoices each month.
- Ensuring all contractual documentation (eg project specifications, WH&S, & environmental information) is received & understood by Site Supervisor
- Generating all WHS documentation and site evaluations for Site Supervisors as per guidelines in NT's IMS
- Ensuring reports and invoices for each month are delivered within deadlines. (Must be completed by the end of the first week of the consecutive month).
- Checking and approval of field staff expenses forms.
- Ensuring site supervisors complete and submit Daily Work Summaries daily.
- Attending BMS meetings to report on site progress, client relations, WHS and other relating issues.
- Conducting competency assessments for Site Supervisors and field staff as required.

4. Client liaison

A Regional Manager must:

- Build quality working relationships with clients and liaise with them on a regular, professional & willing basis regarding progress of on-ground works and other project related issues.
- Document and record any variations to projects as per NT IMS

6. Liaison with Business Manager

A Regional Manager must:

- Have all invoices approved by the Business Manager before being submitted
- Work with the Business Manager on a plan of action if projects are either falling behind or hours are being used up too quickly. Spot audits will be done by the Business Manager to determine how well the jobs are tracking to schedule.
- Undergo further training or put in place corrective action, as directed by the Business Manager if it is found jobs are not set up, entered or invoiced correctly in Workflow Max. All project set-ups are subject to spot audits by the Business Manager.

- Liaise with the Business Manager before placing orders to find out which companies the National Trust uses to order project specific materials like plants, erosions control materials etc
- Liaise with the Business Manager regarding ordering of general stock such as gloves, uniforms, herbicide and PPE, or additional tools or resources. The Business Manager is responsible for ordering such materials unless they request assistance with this task.
- Work with the Business Manager/Director to improve performance on any areas identified, following an audit of monthly/annual reports, which may take place from time to time.

5. Project Management

A Regional Manager has responsibility for:

5.1 Ensuring Supervisors adhere to contract specifications, including;

- Assistance with the development of site specific plans and strategies for Site Supervisors as per IMS.
- Creation of a detailed work plan which identifies and sequences activities needed to successfully fulfil contractual obligations.
- Close liaison with the Site Supervisor to ensure projects adhere to specified contractual obligations. This includes but is not limited to ensuring Site Supervisors deliver in accordance with given schedules for on-ground works and completion dates.
- Checking of Daily Work Summaries received from Site Supervisor to ensure the information provided is detailed and accurate.
- Coordination of ecological/ hazard reduction burns when required (including application for appropriate permits)
- Daily management of site projects to ensure they remain on track and to budget.
- Regular visits to site to conduct quality assurance inspections and site progression evaluations as per NT's IMS.
- Generation of all project reporting (monthly & annual). Reports will be generated from daily work summaries received from site supervisors.
- Adherence to deadlines for the completion of all reports within the first week of the following month.

5.2 Monitor & Evaluate WH&S as per NT's IMS

- Create WH&S site hazard induction and treatment reports for all projects when required.
- Conduct training of field staff & supervisors in safe work practices.
- Conduct regular WHS checks of field staff & supervisors as per IMS.
- Report WHS issues to BMS Director, Human Resources and Council as required.

5.3 Provision of equipment & materials to teams

- Coordinate the ordering and delivery of plants, mulch, the hire of mechanical equipment or other resources to meet contractual obligation.
- Ensure maintenance is regularly conducted to mechanical equipment as per company policies by Site Supervisors and field staff.

5.4 Staffing

- Manage staff rosters to ensure all teams have adequate notice of site attendance (min of 1 week in advance)

- Ensure staffing is adequate in each team, rearrange team members when required
- Engage additional staff, following prior approval from the Business Manager/Director
- Liaise with Site Supervisors regarding staffing issues
- Report staff issues to BMS Director or Human Resources.

Essential Criteria, Qualifications and Experience

- Relevant TAFE qualification in Bush Regeneration, Conservation & Land Management or similar. Min Cert 3
- Accredited training in application of herbicides & supervision of herbicide users (Chem Cert AQF3)
- Demonstrated thorough understanding of bushland management and a commitment to preservation of the natural environment.
- Knowledge and understanding of relevant environmental legislation.
- Demonstrated experience in provision of training, supervision and technical advice.
- Demonstrated strong verbal and written communication skills, especially report writing skills.
- Demonstrated knowledge of Microsoft Word, Excel, Google Maps & Photo editing.
- Knowledge & commitment to WHS and EEO principles.
- Demonstrated knowledge of WHS requirements.
- Ability to manage budgets.
- Logical thinking and creative problem-solving ability.
- Mechanical aptitude.
- Great attention to detail.
- Good communication and negotiation skills.
- The ability to work well with others and lead a team.
- Knowledge of indigenous and introduced plant species.
- Current Drivers Licence and ability to drive a manual vehicle.
- Current Chemical Certificate AQF3.
- OHS Green/White Card.
- Strong work ethic.

Desirable Criteria

A Regional Manager should:

- Be able to positively promote the services of the National Trust of Australia (NSW) to clients.
- Be prepared to improve relevant skills through further training.
- Hold a current first aid certificate (or be willing to undertake training for one).
- Have an understanding of the components of management plans for bushland areas.
- Be able to demonstrate commitment to widening their relevant knowledge base.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.

Approval Date: Nov 2022