



## NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

<b>Role:</b>	Site Supervisor
<b>Department:</b>	Bush Regeneration
<b>Primary Location:</b>	National Trust Centre (NTC) Observatory Hill, Millers Point, Sydney
<b>Reporting Manager:</b>	Regional Manager
<b>Direct Reports:</b>	Bush Management Field Staff
<b>Hours of work:</b>	37.5 per week

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### Organisation Overview

The National Trust of Australia (New South Wales) is Australia's leading heritage conservation organisation, a not-for-profit, community-based charity in operation for more than 75 years. Our vision is to bring the heritage of New South Wales to life for future generations through advocating for the conservation and protection of our built, cultural and natural heritage.

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### Primary Purpose

This position is responsible for the supervision and training of Field Staff on bushland sites, fulfilment of contractual obligations in relation to sites under their control, and delivery of a suite of online reporting to facilitate site management, resourcing and client engagement.

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### Key Accountabilities

The position holder has responsibility for:

- Working in accordance with contract specifications and the relevant Regional Manager's directions, to achieve desired outcomes within budgetary and time limitations.
- Ensuring client satisfaction through fulfilment of contractual requirements to a superior level.
- Ensuring that business is conducted in accordance with the National Trusts (NT) Integrated Management system (IMS) requirements and guidelines.
- Providing competent and confident leadership to field staff and volunteers.
- Providing supervision, training, technical advice and support to field staff and volunteers in accordance with the works program.
- Conducting competency assessments to field staff, when required.
- Liaison with the relevant Regional Manager to provide input and support on the effectiveness of field operations.
- Identifying and reporting management issues of concern to the appropriate Regional Manager in a timely manner.
- Organise tasks and manage field staff to ensure teams work efficiently and co-operatively to meet contractual objectives.
- Ensuring all field operations, client and public contacts are undertaken in a confident and competent manner, ensuring compliance with relevant legislation, regulations, client and company policies, and NT's management strategies.
- Ensuring safe work practices are undertaken in accordance with WHS protocols and procedures, including conducting regular toolbox talks and safety discussions as per NT's consultation policy.

- Undertaking responsibility for the First Aid kit, tool security, chemical storage and handling and in emergency situations, should they arise.
- Reporting and recording all accidents and incidents to the relevant Regional Manager and Human Resources, in a timely manner.
- Recording and reporting staff attendance through the Workflow Max time capture system, noting starting, finishing times each day.
- Ensuring all staff work in accordance with the relevant Award/Agreement and comply with Trust Policies, Procedures and the Terms and Conditions of their Employment Contract.
- Understanding and adhering to the relevant legislation including, but not limited to, WHS Act and the Pesticide Act and Biodiversity Conservation Act 1999, as required.

### **Administration and Reporting**

- Undertaking daily toolbox talks with their staff.
- Preparing and submitting time sheets via Workflow MAX at the end of each day.
- As part of your reporting responsibilities, prepare and submit a daily site report at the end of each day which will include, but is not limited to, information relating to weeds targeted, herbicide used, areas worked, Site condition maps and photographs from pre identified photo points.
- Assisting in the development of site works to satisfy project scope and the Regional Managers/clients vision for restoration outcomes.
- Ensuring that staff PPE is distributed as required and recorded on the PPE equipment register.
- Proactively undertaking checks on PPE and stocks of Herbicide and First Aid equipment and notifying the relevant Regional Manager if additional or replacement items are needed, ensuring sufficient time for this equipment to be replaced and, if required, collected from the NT's storage facility.
- Ensure the First Aid box equipment register is updated regularly.
- Ensure staff complete a chemical register after each herbicide application and that this register is uploaded to NT cloud-based storage facility

### **Field Operations**

- Monitoring and preparing site works on a daily basis to meet contractual obligations.
- Ensuring all work undertaken in the field complies with contract specifications.
- Ensuring all tools, equipment, herbicide and First Aid kits are available on site when required.
- Proactively undertaking maintenance on all tools and equipment and notify the relevant Regional Manager in a timely manner if they are faulty or in need of repair or replacement.
- Organising the hire of specialised equipment or machinery as required, on approval from the relevant Regional Manager.
- Ensuring all tools, equipment and herbicide are secured when not in use.
- Ensuring all equipment on company vehicle is properly secured prior to leaving site.
- Ensuring company utility is maintained and kept clean at all times.
- Supervising the application of herbicide by less experienced staff, noting that only staff with a current AQF3 or AQF2 certification are permitted to apply herbicide.

- Communicating and keeping records of staff disciplinary breaches as per.
  - Reporting all unresolved issues to the relevant Regional Manager or Human Resources.
  - Accurately recording and reporting all WHS incidents and hazards Regional Manager or Human Resources
  - Ensuring staff take the required breaks and perform to the project work schedule.
  - Excellent organisational and time management skills
  - Computer literacy, particularly in relation to on-line reporting or workflow systems.
  - A current first aid certificate.
  - A current Class C manual driver's licence (or willingness to acquire one).
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### **Key challenges**

Supporting the National Trust as a highly respected and recognised advocacy, conservation and educational leader in the field of natural Bushland restoration and management by:

- Providing leadership and direction to a large casual workforce across multiple sites and geographical areas.
  - Interpreting and directing work according to contractual parameters.
  - Managing multiple projects simultaneously.
  - Developing innovative approaches to traditional bushland management practices
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### **Essential Criteria, Qualifications and Experience**

- Recognised credibility and commitment to restoration of natural areas
  - 3 year minimum experience in Bush Regeneration.
  - 2 years minimum experience in Supervisory role or similar.
  - Relevant tertiary qualifications with minimum qualifications in TAFE Certificate 3 in Conservation Land Management or similar.
  - Senior First Aid training.
  - Accredited herbicide users training (Chemical Certification AQF3).
  - OHS White Card.
  - Excellent written and verbal communication skills, including the ability to write reports and analyse data.
  - Ability to drive projects to completion and meet or exceed specified objectives and deadlines.
  - A desire to proactively engage with clients to increase our market share.
  - An ability to lead and manage staff to reach a high standard of performance, including ability to manage conflict.
  - An ability to train and mentor staff to improve staff competency.
  - Excellent knowledge of and ability to use mechanised tools such as a brush cutter or chainsaw (after certification).
  - Recognised credibility and commitment to restoration of natural areas
  - Relevant tertiary qualifications in environmental science, ecology, natural resources or similar
  - Class C driver's license and a willingness to travel to all BMS sites
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## **Key Result Areas**

### **Resilience and Courage**

- Be open, honest and respectful in dealing with all stakeholders

### **Act with Integrity**

- Understand and adhere to the organisations values and policies
- Represent the organisation in an honest, ethical and professional way and encourage others to do so

### **Value Diversity and Inclusion**

- Consideration of and demonstrated delivery of diversity and inclusion strategies

### **Communicate Effectively**

- Communicate concisely and clearly with all stakeholders and maintain the goodwill of volunteers and the broader community

### **Commitment to Customer Service**

- Provide customer focused services consistent with organisational values and objectives
- Demonstrate a thorough knowledge of the services provided and relay to customers

### **Work Collaboratively**

- Collaborate with others and value their unique contribution

### **Influence and Negotiate**

- Lead and facilitate productive discussions with staff and stakeholders

### **Deliver Results**

- Complete work tasks to agreed budgets, timeframes and standards
- Ensure staff and volunteers are equipped and trained in the relevant procedures required to conduct their operations

### **Demonstrate Accountability**

- Adhere to any relevant legislation and policies
- Be proactive in identifying and addressing risk and challenges

### **Finance**

- Understand and apply financial processes to achieve value for money and minimise financial risk

### **Technology**

- Working knowledge of Microsoft Word, Excel, Outlook, Google Docs

### **Project Management**

- Prepare clear project proposals and define scope and goals in measurable terms

### **Manage and Develop People**

- Ensure that roles and responsibilities are clearly communicated

- Support the skills and capabilities of staff and voluntary workforce to achieve optimum performance and benefits for the organisation and deliver results within the agreed timeframes
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*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: October 2023