

Role Description

Field Supervisor – Environment Unit



Cluster	Climate Change Energy Environment and Water
Agency	Department of Climate Change, Energy, the Environment and Water
Location	Lord Howe Island Board / Environment and Community Services
Classification/Grade/Band	LHI Officer Grade 4
ANZSCO Code	899999
PCAT Code	1119192
Date of Approval	June 2022
Agency Website	www.lhib.nsw.gov.au

Agency overview

The Lord Howe Island Board is a statutory authority established under the provisions of the Lord Howe Island Act. The Board is responsible to the NSW Minister for the Environment and comprises four Islanders elected by the local community and three members appointed by the Minister. It is charged with the care, control and management of the Island and the affairs and trade of the Island. It is also responsible for the care, improvement and welfare of the Island and residents. "Island" as defined by the Act includes Lord Howe Island and all adjacent islands and coral reefs within one marine league of the Island. Ball's Pyramid and adjacent islands are also included in this definition.

The Lord Howe Island Board is part of the Climate Change, Energy, the Environment and Water cluster. Lord Howe Island Board members of staff are employed under section 21 of the Government Sector Employment and Management Act by the Department of Climate Change, Energy, the Environment and Water (DCCEEW). Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage protection.

Primary purpose of the role

Supervises a team of Field Officers, contractors and volunteers constructing and maintaining tracks, fences, revegetation sites, infrastructure, conducting targeted weed control, pest management, monitoring and threatened species recovery actions within the Environmental Unit, ensuring that environmental work programs are undertaken safely, efficiently, within budgets and timeframes, in accordance with the specifications and requirements of the Lord Howe Island Board (LHIB) with whilst ensuring the integrity of the Island's World Heritage values are not compromised.

The role will be required to become an Authorised Officer under the NSW Biosecurity Act 2015 and Lord Howe Island Regulations 2014.

Key accountabilities

- Coordinates and supervises works crews, whether permanent, temporary, contracted or volunteer to ensure most cost efficient use of resources whilst undertaking maintenance and construction of visitor facilities, walking tracks, fencing, introduced plant and pest animal control & monitoring, biosecurity and weed inspections and threatened species recovery actions.
- Contributes to the planning and development of environmental works and maintenance programs, including assisting with project planning, cost estimates, submissions, tenders, budget monitoring, coordinating the supply of materials, equipment and vehicles to facilitate effective planning and completion of works, acquisition and maintenance of assets in consultation with the Manager Environment, Team Leader World Heritage, Team Leader Flora and Weeds, Team Leader Biosecurity and Ranger.
- Ensure safe work procedures and coordinate training of field staff to ensure staff obtain their required skills and can undertake the work safely, in accordance with the Work Health and Safety Act and the LHIB Risk Management System.
- Manage work crews through effective tasking and supervision of staff and volunteers in various terrain and weather conditions to deliver project deliverables.
- The position operates plant and equipment and must also undertake daily maintenance of equipment and plant used, as required.
- Responsible for the induction of staff, contractors and volunteers and ensure accurate field data collection and entry of data onto the Boards various databases, records management systems and Geographic Information Systems.
- Perform administrative tasks using common computer software, including ordering, issuing and maintaining materials and equipment required, maintaining staff diaries, vehicle running sheets, contractors records and timely submission of daily record sheets and fortnightly timesheets and developing staff work rosters.
- Is required to participate in incident control throughout the Island.

Key challenges

- Maintain safe working procedures and work health and safety standards to ensure the safety of personnel under their supervision and the public.
- All work done must be undertaken with sensitivity to the Board's statutory obligations to care for and maintain the Island's World Heritage values.
- Achieve results with allocated financial resources which are governed by strict procedures, and must also be able to effectively manage competing priorities when circumstances may change with minimal notice.

Key relationships

Who	Why
Internal	
Manager Environment, Team Leader World Heritage, Team Leader, Flora and Weed Programs, Team Leader Biosecurity, Ranger	<ul style="list-style-type: none">• Consults with and contributes to the determining and scheduling of works and maintenance programs.• Communicates on work program issues in relation to priority setting of works programs and implementation of programs.

Who	Why
	<ul style="list-style-type: none"> Participate in meetings to represent work group and share information.
Field Officers	<ul style="list-style-type: none"> Allocate projects to field staff - coordinate and supervise in the completion of these projects. Guide field officers in the application of delegated authorities. Maintain effective communication levels in supervising and supporting staff across various locations, some remote, ensuring clear instruction, appraisal and development.
Work Crews	<ul style="list-style-type: none"> Coordinate and supervise works crews, permanent, temporary, contracted or volunteer to ensure most cost efficient use of resources. Provide direction, on the job training, share information and manage performance. Ensure work health and safety procedures are implemented and incidents reported. Obtain feedback and adapt.
Other Internal Staff	<ul style="list-style-type: none"> Collaborate on coordination of work. Provide practical advice and feedback on a range of Island and Board issues.
External	
Island Residents and Visitors	<ul style="list-style-type: none"> Communicate information and advice on the Board's weed management strategy, natural and cultural values and regulations. Act as a Board representative and advocate for weed eradication.
Public and external agencies	<ul style="list-style-type: none"> Maintain effective communication with public to facilitate internal and external relations. Communicate with the public and various government and non government agencies in respect to works and programs, suppliers, WorkCover Authority, clients and stakeholders.

Role dimensions

Decision making

Acts with considerable autonomy, determining resourcing and equipment and supervising processes, and must be flexible and adaptable to changing circumstances.

Discusses and determines with the Manager Environment, Team Leader World Heritage the priorities of the environmental works programs. It assists the Manager Environment/World Heritage to develop a monthly works program and revises it weekly to ensure targets are met.

The position also liaises with the Team Leader – Flora and Weeds Programs, Team Leader Biosecurity and Ranger to schedule the resources required to undertake additional projects identified by the Team Leader – Flora and Weeds Programs, Team Leader Biosecurity and Ranger.

The position monitors the works schedule and oversees its completion, ensuring it is undertaken in the most efficient manner and to a high standard.

Required to regularly exercise initiative and make decisions, within agreed works programs, regarding the utilisation of equipment and staff resources.

The position will be required to exercise the functions of an Authorised Officer under the NSW Biosecurity Act 2015 and Lord Howe Island Regulations 2014.

Reporting line

Role reports to Manager Environment and Team Leader World Heritage.

Direct reports

Field Officers, Contractors and Volunteers.

Budget/Expenditure

Nil.

Key knowledge and experience

- Knowledge of and ability to work in accordance with the Board's statutory obligations, particularly as they impact on health, safety and the preservation of the Island's heritage.
- Well-developed supervisory and team leadership skills and effective communication; negotiation and community relations skills.
- Experience in the implementation of field and operational activities including the construction and maintenance of tracks, fences, revegetation sites, infrastructure, conducting targeted weed control, pest management, monitoring and threatened species recovery actions I.
- Demonstrated sound organisational skills and the ability to prioritise work and manage projects
- Experience or detailed knowledge of various trades, revegetation and weed control techniques.
- Demonstrated ability and experience in cost estimation, budgeting and planning and programming.
- Well-developed verbal and written communications skills and ability to collect accurate digital and hard copy data, as well as basic skills in common computer software Word and Excel), GPS and GIS.

Essential requirements

- Current Australian Driver Licence
- Demonstrated well-developed supervisory and team leadership skills for the implementation of field and operational activities, including the construction and maintenance of walking tracks, fences, revegetation sites and park facilities, and pest plant and animal control and monitoring.
- Relevant SafeWork NSW certification, ability and experience in the operation of machinery, plant and equipment for maintenance/construction work, including Farm Chemical Users certificate and chainsaws to basic tree felling standard.

Notes: This is a physically active role suited to candidates of all genders who are fit, enjoy working outdoors as part of a team, and are eager to learn and develop the skills and qualifications needed to contribute toward improving and maintaining some of NSW's most precious natural places.

The position holder will be required to meet the requirements of a pre-employment medical with a clearance to undertake the fitness test to a moderate level, and task based physical assessment in order to undertake this role.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and




business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.



Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible 	Intermediate

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Business Enablers</p>	<p>Project Management Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> Proactively change or adjust plans when needed Perform basic research and analysis to inform and support the achievement of project deliverables Contribute to developing project documentation and resource estimates Contribute to reviews of progress, outcomes and future improvements Identify and escalate possible variances from project plans 	Intermediate
 <p>People Management</p>	<p>Manage and Develop People Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> Collaborate to set clear performance standards and deadlines in line with established performance development frameworks Look for ways to develop team capability and recognise and develop individual potential Be constructive and build on strengths by giving timely and actionable feedback Identify and act on opportunities to provide coaching and mentoring Recognise performance issues that need to be addressed and work towards resolving issues Effectively support and manage team members who are working flexibly and in various locations Create a safe environment where team members' diverse backgrounds and cultures are considered and respected Consider feedback on own management style and reflect on potential areas to improve 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational