



## TCAC Natural Resource Team Leader

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**Reports to:** TCAC Natural and Cultural Resource Co-ordinator

**Status:** Full time (1.0 FTE)

**Location:** Broadford

### Primary Functions

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### Key Duties

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**Take primary responsibility for the following:**

**1) Natural Resource Management (NRM) projects**

- Liaise with TCAC Natural and Cultural Resource Co-ordinator to ensure an agreed schedule of works.
- Provide basic supervision and co-ordination of team member/s in delivery of NRM field work, which will include in remote locations (Alpine region) that will require staying away from home during week.
- Participate in delivery of all natural resource management on-ground works as required (this may include fencing, pest plant and animal control, revegetation, seed collection, rubbish removal, ecological monitoring and survey work).
- Coordination of materials and resources for required works.
- Keep records in the field of contracted hours and travel/ accommodation requirements and provide these to TCAC administration on a weekly basis.
- Ensure compliance with O H & S procedures by field team members and other RLP engaged contractors & complete necessary documentation.
- Recording of data as required by GB CMA (as instructed by TCAC Natural and Cultural Resource Co-ordinator).
- Ensure regular communication as required with TCAC Natural and Cultural Resource Co-ordinator to provide updates on project progress, location of works and any emerging issues.
- Address and concerns or issues with the TCAC Natural and Cultural Resource Co-ordinator in a timely manner.

### Selection Criteria

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- Demonstrated ability and previous experience to provide basic supervision to a team.
- Demonstrated ability to plan and prioritise work activities for a work team
- Ability to work effectively within small teams
- Follow instruction and communicate effectively with team members and supervisor
- Applying Safe Work Practices and commitment to OH&S requirements

- Victorian Drivers Licence
- Previous experience and ability to construct, maintain or remove stock proof fencing
- Previous experience and ability to undertake weed control and eradication using appropriate chemicals and/or physical removal.
- Physically fit to undertake field based labouring tasks
- Ability to work full time (38 hours) Monday – Friday.

### **Personal Attributes**

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- Ability to multi-task
- Able to work efficiently without close supervision
- Able to lead and work effectively in a team environment
- Personal qualities of resilience, integrity and self-control
- Clear, confident and effective communicator

### **Key Performance Indicators**

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1. Natural Resource Management Field work:
  - a. TCAC Natural and Cultural Resource Co-ordinator and GB CMA Project Manager are satisfied with timing and quality of work.
  - b. Positive and effective relationships with partner agencies is maintained.
  - c. Skills and knowledge in monitoring and survey work is improved (positive assessment).
2. Administrative & Reporting
  - a. Record of team hours worked, travel and accommodation expenses are processed accurately and in a timely manner.
  - b. Required information for billing is delivered to TCAC cultural and natural resource co-ordinator, and/or TCAC administration on a weekly basis.
  - c. Project progress and any issues are reported to TCAC cultural and natural resource co-ordinator in a timely manner.
3. Supervisory
  - a. Effective direction and supervision is provided to NRM team members.
4. OHS
  - a. All incident and accident forms are completed promptly and filed correctly
  - b. Vehicle maintenance and licences are regularly monitored
  - c. All required O H & S documentation is completely correctly and submitted to management.

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**Date updated: 6<sup>th</sup> September 2018**