



Gympie & District Landcare Group

POSITION DESCRIPTION

Position: CLS Supervisor
Hours: 24-36 hours per week depending on project availability (some weekend work required)
Award: Gardening & Landscaping Services Award 2010
Pay Rate: Award Level 4 - \$28.38 per hour, plus any entitlements as defined in the award related to your role.
Contract: Casual
Report to: CLS Manager

Our Organisation

Gympie and District Landcare Group is a community based organisation active in the Gympie Region, Queensland. The Group is an incorporated organisation and a registered charity. Members elect an Executive (Management Committee) each year that is responsible for management oversight. Members and volunteers are integrally involved in the group's main activities: operating a local native plant nursery; raising bio-control insects for invasive plant species control; providing land care services; fostering local land caring activities; and community education.

Purpose of Position

To provide the best environmental outcomes for our clients through a range of specialist landcare services.

Person

The successful candidate will be able to direct staff to implement project objectives, and have previous experience supervising a small team. You will be confident in making decisions and are able to prioritise tasks to carry out project objectives efficiently and in a timely manner. You will have initiative and the required skills to coach your team to improve their practical skills and experience, and you must also have a commitment to working safely and implement OH&S procedures.

Responsibilities

- Set goals for performance and deadlines in ways that comply with project guidelines;
- Organising workflow and ensuring that employees understand their duties or delegated tasks;
- Monitoring employee productivity and providing constructive feedback and coaching;
- Oversee and carry out safe and correct manual handling of heavy items up to 20kg;
- Encourage staff development and improvement;
- Undertake handling transportation and use of Herbicides;
- Choose the best equipment for jobs and tasks;
- Have a working knowledge and skills to identify native and exotic vegetation;
- Develop a working knowledge of native plants and where they are suited;
- Weed control work;
- Drive a vehicle to and from site;
- Revegetation/Tree planting; and
- Operate equipment including a chainsaw.

Required Knowledge, Skills and Abilities

Essential

- ACDC license;
- White Card;
- Drivers' License;
- Proven experience leading a team;
- Good understanding of OH&S procedures;
- Experience with revegetation and maintenance;
- Good communication and writing skills;
- Experience with herbicide application; and
- Problem solving skills as it pertains to equipment maintenance and staff matters.

Desirable

- Traffic Control.

Physical Demands

This position may be physically demanding at times and requires a person who is fit, energetic, and flexible. Carry out safe and correct manual handling of heavy items up to 20kg.

What's It Like Working with Us?

- **Workshops & Training:** Here at Gympie Landcare we value our staff and want you to feel confident about the work you're doing. That's why we provide all employees with two (2) free workshops a year (excluding premium workshops) to help you to continue to learn. We provide a range of workshops on a monthly basis with many hands-on topics to choose from. Feedback from our previous students has been outstanding and we're excited to share them with you!
- **Professional Development:** We offer employees the opportunity for professional development by way of traineeships and online study. These agreements are at the discretion of Gympie Landcare.
- **Who doesn't love a barbecue?** We have a staff and volunteer barbecue lunch quarterly, within work hours, to celebrate and appreciate everyone's efforts. Staff and volunteers are encouraged to come along for some good food and laughs with your colleagues.

- **Events:** Throughout the year we attend and hold many events such as our Landcare Festival which employees have the opportunity to be a part of. Some of these events are compulsory for staff, but we can be flexible if you have prior arrangements.
- **Feel Good:** Feel a sense of accomplishment knowing what your work is going towards. Gympie Landcare carries out conservation and regenerative projects around our region and the plants that we use come straight from the seeds that our volunteers plant. You're contributing to the rehabilitation and restoration of precious ecosystems, plus you're informing the public about it at the same time.
- **We're fun!** We love to keep things light hearted, and we're ready to help each other out when needed! Not to mention the peace and quiet of a nursery setting.

GDLG Purpose

Inspire environmental regeneration through community engagement.

GDLG Vision

To have an abundant, healthy and self-sustaining biosphere.

Applications

Applications must contain the following criteria. Applications received that do not meet the below criteria will not be considered:

- Cover letter addressed to the General Manager including a statement addressing the essential required knowledge, skills and abilities, and why you feel you are the right person for the position; and
- Resume with three references including contact information.

Please email your cover letter and resume to admin@gympielandcare.org.au by 5pm 31st January 2020.

What Happens Next?

After applications close, we will review and shortlist all applicants whom have been successful in obtaining an interview by phone. We hope to contact shortlisted applicants within 2 weeks of the close off date. We often receive large volumes of applications, while we try to contact you personally, this may not be possible and in that case we will advise that the position has been filled on our website. We apologise for any inconvenience this may cause but we are grateful that you took the time to apply with us. If you are unsuccessful in being shortlisted, we do encourage that you continue to reapply when new positions become available. You can follow us on Facebook or sign up to our newsletter to receive updates on positions when they become available. Good luck, we hope to see you soon!

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