

# Statement of Works

## Senior Field Supervisor, Roads & Trails



**NSW National Parks  
& Wildlife Service**  
Office of Environment & Heritage

Cluster	Planning & Environment
Agency	Office of Environment & Heritage
Division/Branch/Unit	National Parks & Wildlife Service / Park Operations Division / Southern Ranges Branch / Southern Ranges Services Unit
Location	Tumut
Classification/Grade/Band	Senior Field Supervisor 1/2
Generic Role Title	Senior Field Supervisor
Number of roles covered	Two (2)
<p><b>Note:</b> This Statement of Work is an attachment to the generic role identified above, and sets out the specific requirements for this role.</p>	

Undertake the role description key accountabilities in the context of:

- Working collaboratively to plan, develop, implement and coordinate the approved Southern Ranges Branch annual roads and civil works programs, including preparation of budget expenditure estimates, allocation of approved funds to specific road projects including sealed roads, monitoring and reporting on approved expenditure.
- Coordinating the tendering process by providing advice, specifications, estimates, briefs, tender and contract documentation, advertisements, maintenance and operational procedures related to road specific projects.
- Providing allocated road specific contract management including snow clearing activities within Kosciuszko National Park
- Ensuring program specifications are met and consistent with OEH Roads Manual and Roads and Maritime Services guidelines and procedures.
- Developing and reporting on Works Programs to ensure performance goals are clearly set and monitored.
- Assessing and reporting on the inventory and condition of assets including gathering data, maintenance of data and information management systems (AMS).
- Assisting regional staff in the review and preparation of Reviews of Environmental Factors and Environmental Management Plans by providing detailed specifications of the proposed work to ensure that environmental impacts are considered and reflected in works programs.
- Liaising with and engaging specialist engineering consultants for the development of engineering designs and technical specifications and certifications.
- Preparing budget expenditure estimates, allocation of approved total amounts to specific projects, and monitoring of approved expenditure so that the Roads Team priorities are achieved.
- Communicating information regarding design specifications and standards so that projects are completed accurately and services delivered in a timely manner.
- Supervising and monitoring the Team's assets to ensure their security and to minimise deterioration, and oversee the implementation of asset management systems.
- Providing expert advice on OEH primary and secondary road network including sealed/gravel roads
- Working collaboratively with Roads and Maritime Services, Snowy Hydro, Trans Grid and other stakeholders such as NSW Ski Resorts.

# Role Description

## Senior Field Supervisor



Cluster	Planning & Environment
Agency	Office of Environment and Heritage
Division/Branch/Unit	National Parks and Wildlife
Location	Various
Classification/Grade/Band	Senior Field Supervisor
Role Number	Generic
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	January 2015
Agency Website	<a href="http://www.environment.nsw.gov.au">www.environment.nsw.gov.au</a>

### Agency overview

The NSW Office of Environment and Heritage aims to enrich life in NSW by helping the community to conserve and enjoy our environment and heritage. For more information go to [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

### Primary purpose of the role

Plan, develop, implement and manage approved works and maintenance programs for the Area so that the natural and cultural heritage is enhanced and conserved and the public have access to high quality, safe recreational and educational facilities. Ensure the cost efficiency of works and maintenance programs and effective deployment and development of field staff and the appropriate acquisition and use of equipment.

### Key accountabilities

- Oversee the coordination, supervision and development of field staff and contractors to ensure work is allocated appropriately and works programs are completed effectively, within budget and to set deadlines.
- Plan, develop and manage the annual Area works program, and contribute to Regional planning, in consultation with the Manager and other relevant staff, including the construction, upgrading and maintenance of roads, tracks and firetrails, directional and interpretive signage, walking tracks, visitor facilities and Projects to protect and rehabilitate natural and cultural heritage assets for the Area and ensure all assets meet operational objectives.
- Plan, develop and manage the Area upgrading and asset construction, and maintenance programs consistent with the Operational Plan and prepare and/or assist in the preparation of individual project plans, submissions, budgets, designs and technical specifications, monitor project expenditure against budget and report on and audit works programs including collection and compilation of data to ensure works are coordinated and completed in accordance with approved plans, specifications, prescriptions and budgets.

- Co-ordinate availability of resources, equipment and materials to enable park facilities and grounds to be maintained to Agency standards, new facilities to be constructed and firefighting capability to be maintained to service standards.
- Co-ordinate and support the implementation of Area's fire, feral animal and noxious plant programs in line with Regional objectives and provide input into development of these programs. Supporting implementation of the Area's fire program includes taking a key leadership role, performing at least a fire crew leadership role in line with Agency responsibilities and regulations.
- Develop and implement major plant, minor plant, heavy and light vehicle maintenance and replacement programs to ensure plant and vehicles are in good and safe condition.
- Undertake a range of administrative functions including purchase and procurement of necessary materials and purchase and disposal of plant, vehicles and equipment, maintain administrative systems associated with management and reporting of works and the associated resources, and manage tendering processes related to works in accordance with Agency and Public Sector standards.
- Ensure that The Agency's safe work procedures and the requirements of the Work Health and Safety Act are met in relation to activities required of this role to ensure the safety of personnel and the public.

## Key challenges

- Responsible for implementation of works programs to a high standard and the application of effective strategies to ensure timely and cost efficient completion of works and identify and assess the advantages and disadvantages of using field staff or contracting specific regular works for best use of available resources.
- Works and maintenance programs are developed annually, involving consultation with the Manager, rangers and field staff, based on the Operations Plan and are reviewed regularly. Planning is done after consultation with the Manager and Rangers to ensure that it meets priority identified needs.
- Manage a broad range of external relationships including park neighbours, general public and with other government departments and community groups.

## Key relationships

Who	Why
<b>Internal</b>	
Supervisor / Manager	<ul style="list-style-type: none"> <li>• Provide input/information to the supervisor to assist in the determination of work priorities</li> <li>• Is a key member at meetings and discussions concerned with the review, prioritising and resourcing of projects, operational systems and maintenance programs.</li> <li>• Assist the Area Manager, and where necessary Regional Manager, in managing and reporting on financial and human resource management and in tracking and monitoring the functions of the Operational area.</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Review work and proposals of team members</li> <li>• Actively mentor and assist with development of field staff skill levels.</li> <li>• Provide direction and manage performance.</li> </ul>
Other Staff	<ul style="list-style-type: none"> <li>• May be required to operate as part of a team including those from other operational areas.</li> <li>• Communicates with subordinate field staff and Rangers to allocate</li> </ul>

Who	Why
	<p>work priorities, review work undertaken ensuring it is of a high standard and to facilitate the provisions of training.</p> <ul style="list-style-type: none"> <li>• Often required to provide practical advice to other staff on a range of park use issues.</li> </ul>
Contractors / Volunteers	<ul style="list-style-type: none"> <li>• Supervise contractors and volunteers on specific projects and activities.</li> </ul>
External	
General Public	<ul style="list-style-type: none"> <li>• Neighbouring properties in relation to pest control, fire management and other programs and to facilitate a better working relationship.</li> <li>• Exhibit sensitivity to local cultural issues especially when communicating with Aboriginal communities.</li> <li>• Provide information and advice to park visitors in respect to natural and cultural heritage, park facilities, park usage and related issues to facilitate customer relations.</li> </ul>
Other Government departments	<ul style="list-style-type: none"> <li>• Liaise with officers of other government departments such as the Roads and Maritime Service, NSW Police, Rural Fire Service and Local Councils as appropriate.</li> </ul>
External suppliers and contractors	<ul style="list-style-type: none"> <li>• Manage contracts and monitor provision of stores and equipment to ensure compliance with contracts and service agreements.</li> <li>• Provide and gather information to resolve routine issues.</li> </ul>

## Role dimensions

### Decision making

Acting independently within approved guidelines in leading and directing work teams engaged in approved management programs and to operate independently in problem solving in the field. Exercise law enforcement authority under delegation on a needs basis in the preservation and care of natural and cultural resources and heritage and the proper use of park facilities. Make decisions on a day to day basis regarding the utilisation of equipment to suit work needs. Consults with the Manager to obtain approval to expend funds on approved projects.

### Reporting line

The role reports to the Area Manager.

### Direct reports

Various field staff and contractors.

### Budget/Expenditure

TBA

## Essential requirements

- Demonstrated ability to work with the Agency's statutory obligations as they apply to conservation natural, Aboriginal and cultural heritage and resources and experience in exercising delegated authority for law enforcement.
- Demonstrated experience in, or detailed knowledge of, various trade skills and experience in the purchase, management and utilisation of plant and equipment.
- Demonstrated experience in ensuring effective planning, management and completion of maintenance programs and construction of park/recreational facilities such as roads/fire trails, walking tracks and buildings; and pest and animal control.
- Demonstrated ability and experience to operate and supervise the operation of machinery, plant and equipment for maintenance and construction work whilst complying with Work Health and Safety standards, with a willingness and ability to obtain Workcover certification if required.
- Demonstrated ability to perform a fire crew leadership role and incident control functions.
- Current Senior First Aid Certificate and drivers licence including four-wheel driving certificate, and willingness to fly in light aircraft.

*This role includes firefighting related activities, is very physically demanding, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Applicants must meet the requirements of a specific medical assessment which is inclusive of a clearance to undertake the fitness test for firefighting fitness roles. The applicant must pass the task based fitness assessment to a moderate level within the probationary period (12 months).*






*The role holder must obtain certification at the appropriate level prior to undertaking firefighting/incident control duties.*

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
 People Management	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Foundational

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>framework within which they operate</p> <ul style="list-style-type: none"> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>Support a culture of quality customer service in the organisation</li> <li>Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>Identify and respond quickly to customer needs</li> <li>Consider customer service requirements and develop solutions to meet needs</li> <li>Resolve complex customer issues and needs</li> <li>Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b>	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Project Management		<p>in measurable terms</p> <ul style="list-style-type: none"> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management</b> Manage and Develop People	Intermediate	<ul style="list-style-type: none"> <li>• Ensure that roles and responsibilities are clearly communicated</li> <li>• Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks</li> <li>• Develop team capability and recognise and develop potential in people</li> <li>• Be constructive and build on strengths when giving feedback</li> <li>• Identify and act on opportunities to provide coaching and mentoring</li> <li>• Recognise performance issues that need to be addressed and work towards resolution of issues</li> </ul>