



# LORD HOWE ISLAND BOARD

## RECRUITMENT INFORMATION FOR APPLICANTS

**Role:** Field Supervisor

**Classification:** Lord Howe Island Officer Grade 4

**Vacancy Reference:** 00007EVO

### Lord Howe Island

Lord Howe Island is located in the South Pacific Ocean approximately 700km north east of Sydney and is part of NSW. The Island is crescent shaped, approximately 11km long and 3km wide with a land area of 1,455 hectares. A coral reef 6km long encloses a lagoon on the Western side. The lower central section of the Island, which supports the settlement area, is located between a northerly range of hills (up to 209m) and a rugged southern landscape dominated by two spectacular mountains, Mount Lidgbird (777m) and Mount Gower (875m).

The climate is semi-tropical with average temperatures between about 18°C and 26°C in summer and 13°C and 18°C in winter. Average rainfall is 1686mm with a winter maximum of 188mm in July and a summer minimum of 106mm in February. Winds are predominantly easterly during summer and can be strong south-westerly in winter.

The Island has a high proportion of rare and endemic birds, plants, and invertebrates, and has the southernmost coral reef in the world. Three-quarters of the Island is within the Permanent Park Preserve, which is managed similarly to a national park. The whole Island Group, including Lord Howe Island, Ball's Pyramid, adjacent islands and islets and the surrounding marine environment were included on the World Heritage List in 1982. The State and Commonwealth waters to 12 nautical miles seaward of Lord Howe Island and Ball's Pyramid were declared a Marine Park in June 2000.

There are approximately 350 residents and tourism is the major industry and source of income on the Island. Approximately 16,000 people visit the Island each year and there are 21 accommodation lodges.

Available services and facilities include a central school (supported by a distance education facility) catering for primary and secondary students, Anglican, Catholic and Adventist churches, Post Office, basic shopping facilities, a three bed acute-care hospital, bowling club and a golf club. Lord Howe Island is well known for its outstanding bushwalking, fishing, diving and surfing and there are a number of very good restaurants catering to both visitors and local residents. The Island is linked by regular passenger air services to Sydney and Brisbane. A ship provides regular cargo services between the Island and Port Macquarie on the NSW north coast.

## **The Lord Howe Island Board**

The Lord Howe Island Board is a statutory authority established under the provisions of the Lord Howe Island Act. The Board is directly 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 *mission* of an organisation is a broad statement of its purpose and direction - for the Lord Howe Island Board it is:

*To provide for the wellbeing of the Island community and the protection and enhancement of the Island environment for the benefit of all*

The *vision* of the organisation is:

*The Lord Howe Island Board provides quality services and responsible and efficient resource management to support the Island community, and is recognised for innovative and effective management of the unique natural and cultural environment of Lord Howe Island*

The Board carries out all local government functions, controls all land tenure on the Island and administers all residential and other leases in accordance with the Lord Howe Island Act. It also regulates and controls all tourism operations, has a significant role in marketing and promoting Island tourism, and operates the Island's visitor centre. The Board operates a trading enterprise, the Island's liquor distribution outlet, and is responsible for the generation and reticulation of electricity and operation of the Island aerodrome and wharf facilities. The Island Group is on the World Heritage List and the Board manages the Island's Permanent Park Preserve and the protection and conservation of the Island's fauna and flora. The Board also maintains the functions of other government agencies, including the Passports office, Local Court and Registry of Births, Deaths and Marriages.

The Lord Howe Island Board has an annual recurrent expenditure budget of \$11.4 million and capital budget of \$7.4 million (incl. a major renewable energy project) for 2019/2020. The Board's operating revenue comes from its Trading Enterprises, Fees and Charges and Government grants and subsidies.

The Board employs approximately 41 full-time equivalent staff in a wide variety of occupations.

The Lord Howe Island Board is committed to equity and diversity in the workplace and to providing fair and equitable services to all members of the community.

The Board is also committed to developing a range of services which meets the needs of our many and diverse customers and to providing employees and members of the community with a safe and healthy place in which to work and enjoy.

## **Salary and Benefits**

The total remuneration package for the role is valued up to \$84,301 p.a. including salary and employer's contribution to superannuation. Annual leave loading is not payable. The salary range is \$70,788 - \$76,988 p.a. with two annual increment based on satisfactory service. Conditions of employment are in accordance with the Crown Employees (Lord Howe Island Board Salaries and Conditions 2009) Award.

This is an ongoing engagement in accordance with the *Government Sector Employment Act 2013*.

All appointments to positions within the Board are based on merit. Selection is based on the knowledge, skills, experience and qualifications required for the role advertised. All persons are encouraged to apply for roles advertised within the Board in order to ensure the best person for the job is selected.

The information in this package and the associated documentation available for download is provided to assist you firstly to decide if the job available is one you might want to apply for and secondly to enable you to present an application that will include all the information necessary for us to consider your claim for the role. Please read all the information carefully before making your application.

The Lord Howe Island Board has adopted a Smoke Free Workplace Policy to protect the health of employees, Board Members, contractors, volunteers and visitors by eliminating exposure to environmental tobacco smoke in and around the workplace.

Further details about this role can be obtained from Jim McFadyen, Team Leader Asset Management, phone 02 65632066 Extension 20 or email: [jim.mcfadyen@lhib.nsw.gov.au](mailto:jim.mcfadyen@lhib.nsw.gov.au).

# LORD HOWE ISLAND BOARD

## POSITION VACANT

<b>Role</b>	Field Supervisor
<b>Agency Name</b>	Office of Local Government
<b>Group/Division</b>	Lord Howe Island Board
<b>Classification Level</b>	Lord Howe Island Officer Grade 4
<b>Location</b>	Lord Howe Island
<b>Employment Status</b>	Ongoing
<b>Vacancy Ref</b>	00007EVO
<b>Salary Package</b>	\$84,301 p.a.
<b>Salary Start</b>	\$70,788 p.a.
<b>Salary End</b>	\$76,988 p.a.
<b>Salary Notes</b>	Salary package includes base salary and employer contributions to superannuation. Leave loading is not payable. Progression criteria apply to movement within the salary scale.
<b>Role Description</b>	Plan and undertake works to maintain and upgrade Lord Howe Island Board assets, facilities and services. Supervise the work of field staff and contractors, ensuring that the work is undertaken efficiently, within budgets and timeframes to assist in the delivery of Board programs, plans, initiatives and responsibilities.
<b>Number of Reports</b>	6
<b>Position Reports to</b>	Team Leader Asset Management
<b>Essential Requirements</b>	<ol style="list-style-type: none"> <li>1. Current Class C (car) driver's licence.</li> <li>2. Demonstrated supervisory skills with the ability to lead and supervise a small field based team.</li> <li>3. Demonstrated problem solving skills with a proven ability to identify issues and manage competing priorities.</li> <li>4. Demonstrated experience in the maintenance and construction of general facilities and grounds, including awareness of WH&amp;S requirements.</li> <li>5. Ability to obtain an Aircraft Radiotelephone Operator Certificate and an Aviation Security Identification Card (ASIC) – applicants for an ASIC undergo a Criminal Check, a Politically Motivated Violence Check and a Citizenship Status Check.</li> </ol> <p><i>The role of the Field Supervisor is very physically demanding, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of plant and vehicles. The successful Field Supervisor applicant must meet the requirements of a specific medical assessment.</i></p>
<b>Targeted Questions</b>	<ol style="list-style-type: none"> <li>1. Please outline what leadership attributes and relevant skills you can contribute in order to lead a Lord Howe Island Board team.</li> <li>2. One of your team members approaches you and complains about conflict with another team member. Describe how you would handle the situation.</li> </ol>
<b>Job Notes</b>	<ul style="list-style-type: none"> <li>• Applicants must submit a covering letter (which summarises relevant skills, qualifications and experience, addresses essential requirements and includes a short statement in response to the targeted questions) and a current resume/curriculum vitae (CV) on line at <a href="http://www.iworkfor.nsw.gov.au">www.iworkfor.nsw.gov.au</a></li> <li>• Do not attach proof of identification, qualifications or other documents. These documents will be sighted at interview if you progress to this stage of the process.</li> <li>• Candidates must demonstrate Lord Howe Island Residency. Accommodation is extremely difficult to find on Lord Howe Island and no accommodation assistance can be provided to the successful applicant.</li> </ul>
<b>Enquiries Name</b>	Jim McFadyen
<b>Enquiries Phone Number</b>	(02) 6563 2066 Extension 20
<b>Information Packages</b>	<a href="http://www.iworkfor.nsw.gov.au">www.iworkfor.nsw.gov.au</a>
<b>Closing Date</b>	Tuesday 19 November 2019
<b>To Apply</b>	Applications are to be lodged online at <a href="http://www.iworkfor.nsw.gov.au">www.iworkfor.nsw.gov.au</a> . <i>If you experience difficulties applying online please contact 02 6563 2066 during business hours for assistance.</i>