

# Role Description

## Field Supervisor

Cluster	Planning & Environment
Agency	Office of Environment and Heritage
Division/Branch/Unit	National Parks and Wildlife Service / Park Management Western Branch
Location	Various
Classification/Grade/Band	Field Supervisor Grade 1-2
Role Number	Generic
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	August 2016
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 (OEH) 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

Coordinate and supervise Senior Field Officers and other staff to ensure the efficient undertaking of works and maintenance duties, contributing to the organisation's obligations and aims, within the Area/Region, in terms of the enhancement and preservation of natural resources and natural and cultural heritage.

### Key accountabilities

- Supervise and co-ordinate the implementation of the Area/Region works and maintenance programs for the enhancement and construction of roads, fire trails, walking tracks, camping areas and other visitor facilities to provide safe environments for visitors and staff within the Area/Region reserves.
- Coordinate and supervise field staff in the completion of allocated projects/activities. Ensure that OEH safe work procedures and the requirements of the WHS Act are met in relation to the projects/activities of field staff under the position's control, and that equipment is maintained to standard.
- Coordinate and supervise works crews, whether permanent, temporary, contracted or volunteer to ensure most cost efficient use of resources.
- Contribute to the planning and development of new works and maintenance programs.
- Provide information and assist in project planning, cost estimates, submissions, tenders and budget monitoring to facilitate effective planning and completion of works and maintenance and assets acquisition.
- Monitor works and maintenance expenditure to facilitate effective budgetary management.
- Implements agreed monitoring programs for many activities including bushfire management or suppression and pest management programs and may be required to manage specific projects.

- Undertake administrative functions associated with the role, this includes records management ensuring accurate and up to date records of staff diaries, vehicle running sheets, contractors records, inventory management and purchasing.

## Key challenges

- Work is undertaken with sensitivity to OEH’s statutory obligations to conserve & manage natural & cultural resources.
- Maintaining effective communication levels in supervising and supporting staff across various locations, some remote, ensuring clear instruction, appraisal and development.
- Maintaining OEH safe working procedures and occupational health and safety standards to ensure the safety of staff and the public.

## Key relationships

Who	Why
<b>Internal</b>	
Senior Field Supervisor, Rangers, Project Officers and Area Managers	<ul style="list-style-type: none"> <li>• Consults with and contributes to the determining and scheduling of works and maintenance programs.</li> <li>• Communicates with the Senior Field Supervisor on work program issues in relation to priority setting of works programs and implementation of programs.</li> </ul>
Field Officers	<ul style="list-style-type: none"> <li>• Allocate projects to field staff - coordinate and supervise in the completion of these projects.</li> <li>• Guide field officers in the application of delegated authorities.</li> <li>• Maintain effective communication levels in supervising and supporting staff across various locations, some remote, ensuring clear instruction, appraisal and development.</li> </ul>
Work Crews	<ul style="list-style-type: none"> <li>• Coordinate and supervise works crews, permanent, temporary, contracted or volunteer to ensure most cost efficient use of resources.</li> </ul>
<b>External</b>	
Public and external agencies	<ul style="list-style-type: none"> <li>• Maintain effective communication with public to facilitate internal and external relations.</li> <li>• Communicate with the public and various government and nongovernment agencies in respect to works and programs, suppliers, Volunteer Bushfire Organisations, WorkCover Authority, clients and stakeholders.</li> </ul>

## Role dimensions

### Decision making

The role is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The position is accountable for the quality, integrity and accuracy of content of advice provided.

The role is physically demanding, sometimes requiring strenuous activity, lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles.

### **Reporting line**

Role reports to Senior Field Supervisor.

### **Direct reports**

Senior Field Officers, Field Officers and Contractors.

### **Budget/Expenditure**

Nil.

### **Essential requirements**

- Demonstrated well-developed supervisory and team leadership skills for the implementation of field and operational activities, including the construction and maintenance of walking tracks and park facilities, and pest plant and animal control.
- Demonstrated ability and experience in cost estimation, budgeting and planning and programming.
- Experience or detailed knowledge of various trades.
- Ability and demonstrated experience to undertake crew leadership in fire management.
- Relevant SafeWork NSW certification, ability and experience in the operation of machinery, plant and equipment for maintenance/construction work, including chainsaws to basic tree felling standard.

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. Field Supervisors must meet the requirements of a specific medical with a clearance to undertake the fitness test to a moderate level, and task based physical assessment in order to undertake this role.

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

#### **Notes:**

- Successful applicants must pass the following within a probationary period of 3 months: certification as Fire Crew Member; Senior First Aid and 4WD certification.
- Prior to undertaking ground or aerial firefighting and/or incident control duties, the incumbent must obtain, and maintain currency in, appropriate levels of national firefighting competencies.
- All required training and assessments will be provided by OEH.






### **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>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>
 People Management	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	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	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<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>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</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>