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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning Industry & Environment |
| **Division/Branch/Unit** | Environment, Energy & Science / National Parks & Wildlife Service / Park Operations |
| **Location** | Various |
| **Classification/Grade/Band** | Field Supervisor Grade 1-2 |
| **Role Number** | Generic |
| **ANZSCO Code** | 899999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 2017 (updated June 2021) |
| **Agency Website** | [www.nationalparks.nsw.gov.au](http://www.nationalparks.nsw.gov.au) & [www.dpie.nsw.gov.au](http://www.dpie.nsw.gov.au)  |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

National Parks & Wildlife Service overview

National Parks & Wildlife Service (NPWS) manages more than 870 national parks and reserves, covering over 7 million hectares or 9% of the landmass of NSW. We conserve and celebrate our biodiversity and cultural heritage and provide wonderful natural visitor experiences for the whole community to enjoy. We carry out plant and animal conservation, sustainable tourism and visitation, research, education, volunteering programs, and fire and asset management. We work together with Aboriginal communities to manage and protect our parks on behalf of the people of NSW.

Primary purpose of the role

Coordinate and supervise field staff to ensure the efficient undertaking of works and maintenance duties in their allocated work site, contributing to the organization’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.
* At the specified work location ensure overall site management including coordination and supervision of field staff in the completion of allocated projects/activities. Ensure that Environment, Energy & Science (EES) 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, contractor’s records, inventory management and purchasing.

Key challenges

* Work is undertaken with sensitivity to EES’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 EES safe working procedures and occupational health and safety standards to ensure the safety of staff and the public.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Senior Field Supervisor, Rangers, Project Officers and Area Managers | * Consults with and contributes to the determining and scheduling of works and maintenance programs.
* Communicates with the Senior Field Supervisor on work program issues in relation to priority setting of works programs and implementation of programs.
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| Field Officers | * Allocate projects to field staff - coordinate and supervise in the completion of these projects.
* Guide field officers in the application of delegated authorities.
* Maintain effective communication levels in supervising and supporting staff across various locations, some remote, ensuring clear instruction, appraisal and development.
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| Work Crews | * Coordinate and supervise works crews, permanent, temporary, contracted or volunteer to ensure most cost efficient use of resources.
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| **External** |  |
| Public and external agencies | * Maintain effective communication with public to facilitate internal and external relations.
* 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.
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# 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

* Current Australian driver’s license
* 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 12 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 EES.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworksLook for ways to develop team capability and recognise and develop individual potentialBe constructive and build on strengths by giving timely and actionable feedbackIdentify and act on opportunities to provide coaching and mentoringRecognise performance issues that need to be addressed and work towards resolving issuesEffectively support and manage team members who are working flexibly and in various locationsCreate a safe environment where team members’ diverse backgrounds and cultures are considered and respectedConsider feedback on own management style and reflect on potential areas to improve | Intermediate |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Foundational |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Foundational |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |