

Role Description

Site Supervisor



Planning,
Industry &
Environment

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Housing & Property / Property NSW / Environmental Services Group
Location	Newcastle
Classification/Grade/Band	Clerk Grade 5/6
Role Family	Bespoke/Trades & Labour/Delivery
ANZSCO Code	234311
PCAT Code	1219192
Date of Approval	January 2020
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

The role manages the remediation activities at the former Pasminco Cockle Creek smelter site for the Waste Assets Management Corporation (WAMC) to ensure any environmental management controls are maintained or implemented, including oversight of employees, contractors, and plant and equipment. The role also implements and manages programs to ensure environmental compliance and workplace safety.

Key accountabilities

- Identify any containment cell management issues during routine site inspections for leachate outbreaks, erosion and stormwater management issues and report them directly to management.
- Liaise with WAMC staff on the design and operation of the rehabilitation program, operating, protocols and procedures, stormwater drainage control and leachate collection & treatment systems.
- Ensure operators and contractors are inducted in accordance with WAMC and Safe Work practices and procedures.
- Ensure staff and contractors comply with the operating instructions for specific plant items and work in accordance with safe work practices and procedures.
- Perform onsite tasks including checking levels in stormwater dams and leachate sumps, general service and maintenance of pumps, inspection of leachate collection sumps, preparing and collating stormwater and leachate level data for review, and assisting with any Leachate Treatment Plant system operational issues including treated leachate irrigation system.

- Manage ongoing weed and grass control over the cell (i.e. routine slashing campaigns and weed spraying).
- Organise and supervise external contractors for site rehabilitation activities including; vegetation management, stormwater controls, leachate management and environmental monitoring. This may include routine desilting of stormwater dams, leachate collection sumps or storage tanks.
- Undertake general site duties as required including relocation of pumps and above ground pipework, silt control, and minor fence repairs.

Key challenges

- Ensuring containment cell and areas subject to environmental management plans remain compliant with Licence and EMP, and ensuring Workplace Health and Safety requirements are complied with.
- Managing environmental effects and ensuring site environmental & safety compliance through the implementation of timely control measures.
- Ensuring all equipment is operated and maintained in accordance with manufacturers' recommendations and best maintenance practices.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Communicate and operations, environmental and safety matters • Escalate issues and propose solutions • Receive guidance and provide regular updates on key tasks, issues and priorities
Work team/other staff	<ul style="list-style-type: none"> • Supervise site staff for landfill rehabilitation activities. • Support team members and work collaboratively to contribute to achieving team outcomes • Provide and receive feedback • Participate in meetings, share information and provide input on issues • Articulate resource efficiency requirement to the broader teams for delivery
External	
Contractors	<ul style="list-style-type: none"> • Supervise on-site contractors for landfill rehabilitation activities • Ensure all aspects of the Integrated Management System (IMS) are implemented on site.
Industry professionals/consultants	<ul style="list-style-type: none"> • Work closely with the WAMC team and technical contractors to ensure efficient operation of the various systems.
Customer/Stakeholders	<ul style="list-style-type: none"> • Respond to enquiries • Develop and maintain effective working relationships and open channels of communication. • Report and provide updates on projects

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control and refers to the Manager decisions that require significant change to program outcomes or timeframes, or decisions that are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting line

Senior Gas and Leachate Manager

Direct reports

This role has 1 direct report

Budget/Expenditure

NIL

Essential requirements

- Assessed competent to operate dozers, graders, dump trucks, compactors, rollers, and excavators greater than a manufacturer's classification of 20 tonnes.
- Industrial First Aid certification, Site Safe ticket (or similar), Confined Space certification, other operating licences as appropriate.






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

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	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	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
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Manage Self		<ul style="list-style-type: none"> • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Work as a supportive and co-operative team member, share information and acknowledge others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Find and check information needed to complete own work tasks • Identify and inform supervisor of issues that may impact on completion of tasks • Escalate more complex issues and problems when these are identified • Share ideas about ways to improve work tasks and solve problems • Suggest improvements to work tasks for the team
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> • Comply with basic ordering, receipting and payment processes • Apply basic checking and quality control processes to activities which support procurement and contract management
People Management Manage and Develop People		<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues