POSITION DESCRIPTION

POSITION TITLE:	Land Management Supervisor
INCUMBENT:	
REPORTS TO:	TAOS, Lands & Range Manager
DATE:	

1. POSITION SUMMARY (Statement of Purpose)

This position exists to support the Spotless Defence Contract for delivery of Estate Maintenance and Operations Services (EMOS) to the Department of Defence SNSW Regions. The Land Management Supervisor is responsible for the operational day to day delivery of the Land Management services within their designated area.

2. DIMENSIONS

Number of Employees reporting direct (and total)	
Other Information	
Budget	

3. JOB CONTEXT AND ENVIRONMENT

The Defence EMOS Contract exists to provide a high standard of service to the Australian Defence Force (the customer) and is monitored by Defence Estate and Infrastructure Group (the client) to ensure we maintain these standards. Therefore, your capacity to build productive relationships with the client and the customer and to provide exemplary customer service is of the utmost importance. Professionalism in your conduct and communication is expected at all times.

The Land Management Supervisor under the management of the TAOS, Lands & Range Manager has overall responsibility for delivery of the grounds maintenance, land conservation and natural resource management services within their designated area.

4. JOB HOLDER'S REQUIREMENTS

QUALIFICATIONS

- Certificate III in Horticulture or Land Management (preferred)
- Ability to obtain and retain a Defence security clearance (Australian Citizenship Mandatory)
- Apply First Aid Certificate
- Drivers Licence (MR level preferred)
- Chem Cert and Chainsaw License (preferred)

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EXPERIENCE

- Significant hands on grounds maintenance and land management experience in similar environment as a supervisor or similar role (mandatory).
- Computer literate (intermediate Excel and Word) and mathematically competent.
- Well organised with good people management skills, self-starter.
- An eye for detail and a sense of urgency.
- Experience working in a Defence environment
- Ability to read and interoperate site plans, maps and diagrams (preferred)

5. KEY RESULT AREAS	
Key Result Areas	**Key Performance Indicators**
Contract Performance • Live the vision, values and goals of the wider business and of the Spotless Contract team • Accountable for ensuring that all works are undertaken in accordance with appropriate legislation and policies, company systems and procedures and all hours worked and expenditures are in line with or better than budget/ assessment. • Manage all operational matters within functional area to ensure a high level of service is provided to the client, ensuring objectives and quality standards are met. Monitor performance as appropriate. • Represent the business appropriately in all dealings with external and internal contacts Perform other duties, as assigned by your manager, that can be reasonably regarded as related to the role and which can be reasonably expected to be within your experience and capabilities	• Client satisfaction targets are agreed and are met as a minimum • Quality standards are identified and met on a regular basis • Operational expenditure is in line with or better than budget. • Evidence of best practice knowledge and application is apparent • Examples of continuous improvement are available • Timely and value add contributions are made to the monthly management reports • No occurrence of non-compliance to policies and procedures occurs • Duties and additional tasks are performed willingly with a consistent “going the extra mile” attitude

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Land Management • Report directly to the TAOS, Lands & Range Manager on relevant service • Implement Land Management Plans and work schedules for designated area • Monitor plans and schedules of work to ensure implementation of the Land Management Plans (LMPs) • Demonstrate a detailed understanding of contractual, legislative and operational technical requirements • Establish and maintain effective working relationships with the designated area Defence Support personnel, MSP Contractors, civil emergency services, rural fire authorities, traditional landowners and other relevant stakeholders • Provide solid leadership, motivation and direction to the land management team with in designated area • Ensure high-risk areas are maintained in accordance with the LMPs comprising fire trails, fire tracks, and explosive ordinance precincts/explosive compounds • Analyse service order data ensuring it is correct and processed • Provision of information and reports on mandatory grounds maintenance, service, condition and performance monitoring • Work collaboratively with Defence and other Base Services Contractors in the achievement of service delivery objectives • Ensure grounds maintenance and land conservation activities are carried out in accordance with all relevant Acts, regulations, codes and standards, Defence and other statutory authority requirements • Respond or provide responders out of hours for relocation of wildlife obstructing the airfield.	• Achieve Defence Land Management KPI outcomes • Work is undertaken in accordance with Company Policy and Procedure, ensuring legislative requirements and Quality/ OHS and Environmental system requirements are complied with. • Company personnel, premises, vehicles, equipment and work sites meet presentation and housekeeping standards. • Appropriately skilled staff and contractors are sourced and retained to meet operational needs. • In the TAOS, Lands & Range Manager absence, if delegated, takes a lead role in ensuring the ongoing achievement of targets and objectives.
Financial Management • Ensure that Land Management services is managed effectively and within agreed budgetary guidelines for their designated area • Apply business and financial controls to Land Management service delivery within their designated area	• Set expense budgets are achieved and reported to the TAOS, Lands & Range Manager • Defence Abatements for Land Management services are minimized within designated area of responsibility
Work Health Safety • Maintain responsibility for Work, Health and Safety (WHS) implications, ensuring works are planned and executed in accordance with Spotless and Defence policies.	• Defence KPI requirements achieved • Spotless WHS requirements achieved • Reporting of all injuries to line manager immediately

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Environmental Sustainability • Support the Company goals and directives for environmental sustainability within scope of own role	• Attendance at mandatory training • Reports environmental incidents/hazards consistent with company policies or procedures • No adverse impact to the environment due to non-adherence to company policies or procedures • Reports behaviours and issues which may result in an environmental incident
Quality Improvement • Support the Company's commitment to continuous quality improvement within scope of own role	• Participate in the site quality improvement program through quality improvement activities and multi-disciplinary projects as required. • Participate in the evaluation and implementation of recommendations of quality improvement activities. • Maintains continuing awareness of outcomes of quality and efficiency improvement activities by attending client and/or department meetings and/or referring to quality improvement reports and minutes
Security Requirements	• All staff are aware of and comply with their security responsibilities including re-validate annual renewal/ standing orders/ security toolboxes conducted monthly • Ensure security processes are adhered to • Timely reporting to changes of personal circumstances • Timely reporting of potential security incidents e.g. Loss of DCAC

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6. COMPETENCIES

Behavioural

Lists the competencies and definitions from the Spotless Competency Framework Appropriate for the role

Communicates Effectively – communicates openly and effectively with fellow workers and supervisors.

Processes Information - comprehends and understands written and verbal communication; able to understand and follow policies, procedures and instructions.

Acts Reliably - demonstrates consistency in work; reliable, dependable, and punctual; follows instructions accurately.

Works with Others - develops a good working relationship with team members; enjoys the company of others.

Focuses on Customers - meets the needs of customers and acts with customers in mind. Makes improvements based on customer feedback.

Focuses on Quality - consistently achieves excellent service outcomes and maximises service efficiency; Maintains high quality standards set by Spotless.

Personal Presentation - well-groomed, presentable, high level of cleanliness and hygiene.

Flexible – Is willing to work a variety of shifts, perform a variety of job tasks and duties and take direction from various supervisory personnel to assist Spotless complies with all service delivery obligations.

Safety – Adheres to all safety instructions, policies and procedures. Informs Supervisor or Management of any safety issues or hazards in the workplace.

Technical/Knowledge

Lists the technical or job specific competencies

- Demonstrable Team business and leadership skills
- Demonstrated success in Land Management contracts
- Sound numeracy competency
- Sound technical problem solving skills
- Sound understanding of Quality Control inspection and auditing techniques
- Sound written and oral communication, interpersonal and client relationship skills
- Experience with use of computer based systems
- Ability to lead and manage a Land Management services teams

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

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Position Description authorised by		
Manager Signature	**Manager Print Name**	**Date**
Department Head Signature	**Department Head Print Name**	**Date**

Employee Acknowledgement I hereby acknowledge that I have received a copy of my Position Description and have read and agree with the duties and responsibilities that have been outlined,		
Employee Signature	**Employee Print Name**	**Date**

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