



POSITION DESCRIPTION

Position Title: SQW TRAINEESHIP SUPERVISOR

Full-time, Twelve-month Fixed Term Contract

Reports to Regional Manager, Townsville

Summary Statement

The Supervisor is responsible for the safety, welfare, training and supervision of Skilling Queenslanders for Work (SQW) Traineeship participants on practical on-ground projects. The traineeship is a Certificate 1 in Conservation and Land Management (CALM) with various on-ground activities in the Townsville region Queensland.

Supervisors have a unique opportunity to make a critical impact on the preservation and sustainability of our natural and cultural heritage. By educating and guiding traineeship participants in theoretical and practical conservation activities, Supervisors play an active role in ensuring that this sustainability is ongoing.

Location

Townsville

Tasks & Duties

- Ensuring a safe and healthy place of work is provided and maintained for participants through diligent implementation of Conservation Volunteers Work Health and Safety (WHS) Systems and the monitoring of safety performance in their area of responsibility.
- Building and maintaining team morale and motivation while responding to any conflict situations in the approved Conservation Volunteer's manner to prevent situations escalating.
- Responding within approved procedures in emergency situations, and investigating and reporting on all incidents, near misses and high potential incidents occurring or noted in the workplace.
- Providing a mix of practical and theoretical on-site training.
- In collaboration with the staff of the Conservation Skills Centre and Conservation Volunteer's regional office staff members, delivering training (accredited and non-accredited) and assisting with assessments. Managing records and communicating with a Training Coordinator will form a critical part of this role.
- Making logistical arrangements for the efficient completion of project activities which may include project scheduling, tool selection and site maps, details of job specification etc.
- Ensuring the care, maintenance and safe operation of vehicles, trailers, tools and equipment.

- Representing Conservation Volunteers and SQW in the general community by setting high standards of professional leadership and personal behavior and demonstrating WHS is a key priority of the organization. (Conservation Volunteers enforces a strict drug and alcohol-free policy).
- In consultation with the Regional Manager, assisting in arrangements for project events and publicity.
- Ensuring that payroll information for the entire team is submitted to the Conservation Volunteer's Payroll Manager in a timely manner.
- Reporting to the Regional Manager, including timely completion of Supervisor Reports, and compliance with the requirements of Conservation Volunteers policies and procedures.
- Other duties as directed by Regional Manager.

Essential Qualifications & Attributes

- Full Drivers Licence
- Current Provide First Aid certificate
- Defensive Driving certificate
- Level 3 Work Health and Safety Subject
- Clearance by Current Criminal Records Check
- Working with Children Check

The above qualifications are only required before actually working as a Supervisor. For qualifications, other than a Full Driver's Licence, not already in place at time of employment including Senior First Aid and Defensive Driving Certificate, assistance is available from Conservation Volunteers in obtaining those qualifications.

- Knowledge and experience in practical conservation
- Previous experience in working with groups of trainees / volunteers of various ages and skill level
- A Certificate IV in Training and Assessment or equivalent would be well regarded
- A Chemical Certificate would be desirable

Working Conditions

Traineeship participants are required to participate in activities for a maximum of 30 hours per week, including the morning and afternoon breaks and travel time between the pick-up point and the work location. Lunch breaks are not included in the 30 hours.

Whilst the hours of work for a Supervisor are normally 38 hours per week, a flexible approach is expected due to the nature of this position as working additional time to fulfill your responsibilities may be required on occasions.

The Supervisor can reasonably expect to be required to complete tasks characterised by:

- Manual handling – lifting, pushing, pulling etc
- Use of hand and power tools
- Use of chemicals
- Walking to, from and on, work sites over variable distances and terrains
- Exposure to adverse weather conditions
- Exposure to hazards of the natural environment, eg. bites and stings
- Driving a team vehicle for extended periods of time with passengers
- Working in locations that are remote from immediately available medical/paramedical services

- Working with participants who may have had very limited or no previous experience in a work environment.

Salary packaging:

As Conservation Volunteers is recognized by the Australian Tax Office as a Public Benevolent Institution (PBI), salary packaging is available to all full-time employees. This is of benefit to the employee in terms of increased disposable income because of reduced taxation payments.

In line with Conservation Volunteer's Salary Packaging Policy, the option to salary package is only guaranteed as long as Conservation Volunteers retains the PBI status.

Key Performance Indicators:

- The Supervisor and participants abide by Conservation Volunteer's Workplace Health and Safety systems, procedures and policies at all times
- Project logistics and activities are managed to ensure efficiency in the workplace and completion of project deliverables
- Participants are led to an increased theoretical and practical understanding of conservation and sustainability
- The traineeship team works as a cohesive group developing positive personal and workplace attributes
- All training tasks and assessments are completed and submitted as required
- All reports are written and submitted in a timely manner

KEY SELECTION CRITERIA

- | |
|---|
| <ol style="list-style-type: none"> 1. Practical experience in the management of and compliance with Workplace Health and Safety systems, processes and procedures as they apply to practical conservation activities. 2. Demonstrated knowledge or experience in conservation or natural resource management. Weed identification and revegetation skills an advantage. 3. Well developed interpersonal communication skills with the proven ability to liaise with people from diverse backgrounds and working experience. 4. Demonstrated capacity to engage team members in learning new skills and providing on-going coaching to team members. 5. Demonstrated skills in training and/or assessing students against national standards in accredited training, 6. Demonstrated success in assisting people to achieve positive personal growth and practical skill development. 7. Demonstrated capacity to formulate and submit written reports within specified time lines. 8. Record of effective organisation and prioritisation of multiple demands to meet project objectives. |
|---|