



**POSITION TITLE:** Skilling Queenslanders for Work Supervisor  
**EMPLOYER:** ECOllaboration Ltd  
**TYPE OF VACANCY:** Casual, 38 hours weekly, non award  
**SALARY RANGE:** \$32 per hour  
**START DATE:** 2<sup>nd</sup> Sept 2019  
**WORK REGION:** Sunshine Coast  
**DEPOT LOCATION:** Nambour  
**REPORTING OFFICER:** Natural Area Manager  
**CONTACT PHONE:** 07 54 764 777  
**CONTACT EMAIL:** jim@catchmentservices.org.au

#### ECOllaboration Ltd

### INTRODUCTION

ECOllaboration is a community based organisation engaged in the protection, enhancement and monitoring of natural assets. We have ethical, accountable and transparent decision-making, effective business management, strong financial management and a commitment to safe work practices. The workforce of employees and volunteers are highly skilled, engaged and valued.

Our teams of work alongside scientists, land managers, environmental educators to deliver environmental programs including:

- ambient and event based water and air monitoring,
- flora and fauna surveys,
- litter management,
- aquatic and terrestrial weed biocontrols,
- school and community environmental education,
- curriculum resource development
- ECO Safaris
- Voluntourism adventures
- ecological restoration activities
- project management and
- volunteer management activities

Our people programs include:

- Traineeships and industry placement in conservation, horticulture and business administration
- University and TAFE internships
- Volunteering in environmental programs or business administration

Environmental group administration services include:

- Accounts, payroll and financial reporting
- Governance support
- Grant and tender writing
- Grant auspicings

Our community entities include:

- Maroochy Waterwatch

Our commercial entities include:

- Catchment Services
- ECO Education Service
- Coolum Community Native Nursery (in partnership with Coolum Coast Care)

## **PURPOSE**

Our purpose is to be a leading contributor to the achievement of resilient landscapes by resilient communities.

## **VALUES**

Our purpose is supported by corporate values in:

- supporting knowledge and skills development, connection to place and social
- networks with reinforcing values and beliefs;
- providing leadership, outlook and skilled governance; and
- promoting supportive infrastructure and economic diversity.

## **Skilling Queenslanders for Work Supervisor**

### **PURPOSE OF POSITION**

ECOlaboration is seeking an enthusiastic individual to effectively coordinate and train Certificate 1 trainees in Conservation and Land Management in an 'on the job' training program with a view of providing the work and life skills to enable the trainees to find work after the traineeship.

### **KEY ROLE AND RESPONSIBILITIES**

The NA Supervisor will undertake these specific duties:

- Coordinate and deliver on the job training at a Certificate 1 Conservation level
- Be guided by the Natural Area Manager and at times council officers on day to day activities and targets in natural area management and revegetation and communicate these to trainees on daily startup and mobilization
- Coordinate trainee and mobilization each day
- Ensure adequate resourcing for daily work needs eg chemicals and consumables restocked, equipment is in working order etc
- Coordinate the end of week maintenance duties
- undertake the daily reporting with Safety Management System signoff, daily prestarts and work reports
- Communicate to the Natural Area Manager the daily outcomes in the required manner

- Lead the program planning and reporting
- Have knowledge of legislation in regards to WH&S and Environment and discharge duties in accordance to this legislation.

General duties will include:

- Operate and maintain plant and equipment
- Ensure daily reporting activities are completed
- Ensure workplace health and safety standards and company policy are adhered to;
- Ensure workplace quality standards and company policy are adhered to;
- Ensure workplace environmental management standards and company policy are adhered to;

### **SELECTION CRITERIA**

- Certificate III or above in Conservation, Horticulture or other relevant qualification with at least three years in the industry
- Leadership, planning and life skills to support disadvantaged people
- Skills in leading an accredited training program to disadvantaged job seekers
- Managing time bound deployment and project implementation
- Native and exotic plant ID skills.
- Construction White Card
- Current ACDC Licence
- Chainsaw Level 1 or 2 Licence
- Manual drivers licence
- A willingness to be a proactive and positive team member
- Ability to take direction and report on delivery of tasks
- Ability to use field reporting tools such as tablets and iPads
- Ability to work outside and in rough terrain

### **HIGHLY DESIRABLE**

- Experience in leadership
- Experience in MS Suite
- Cert IV TAE

