

# W.Y.L.D Projects Indigenous Corporation, (ICN) 8995 (Where Youth Live Dreams)

## POSITION DESCRIPTION

<b>Identified Indigenous Position Title:</b>	<b>Bushland restoration Supervisor</b> Indigenous Projects Officer This position is an identified position to be filled by an Aboriginal or Torres Strait Islander person as permitted and arguable under Section 25 of the Queensland Anti-Discrimination Act 1991.	
<b>Location:</b>	Bundaberg	
<b>Employment Status:</b>	Full time	
<b>Hourly Rate:</b>	Your employment is covered by the Gardening and Landscaping Services Award 2020 (Award), under the following classification: Full-time. Level 5 Full time 20 years or older. \$29.11 /hour <a href="http://https://calculate.fairwork.gov.au/CheckPay/Summary">http:// https://calculate.fairwork.gov.au/CheckPay/Summary</a>  Above awards rates can be negotiated.	
<b>Reports To:</b>	General Manager (WYLD Projects)	
<b>Direct Reports:</b>	Nil	
<b>Key Relationships:</b>	<b>Internal:</b>	Project officers, Directors, team members, volunteers
	<b>External:</b>	Macadamia Farm Management, Climate Asset Management, stakeholders, community
<b>Contact:</b>	Mr Brad Crosbie – WYLD Projects General Manager (0405 382 981)	

## About Us

WYLD Projects is a community based Non for Profit, registered through the Office of the Registrar of Indigenous Corporations (ORIC), delivering legacy based learning programs for Aboriginal and Torres Strait Islander youth aged 14-24. Our funded activities encompass the Bundaberg/Fraser Coast Region, providing project-based learning with links to Natural Resource Management, youth mentoring and youth services focused on transitioning youth into pathways of contextualised vocational training and sustainable employment opportunities.

<https://www.facebook.com/wyldprojects>

## About the Role

The full-time Supervisor role requires autonomy capacity, and decision making that are subject to following the identified project management plans of the project called "Project Paradise". This bushland restoration supervisor role is fully accountable for the delivery of revegetation works that are subject to restoration plans to be delivered on time and to expectations in terms of quality, deliverables and outcomes. There is expectation of working alone, liaising with WYLD's team members, WYLD's General Manager and staff from Macadamia Farm Management, while ensuring the Restoration Plan for Project Paradise are being met. The project Supervisor's responsibility is to ensure they are completing their work schedule safely and efficiently, undertaking duties such as but not limited to ecological restoration and general revegetation management, whilst supervising casual team members and or volunteers as required. Additionally there will be an exception of flexibility to take on production farming duties for Macadamia Farm Management at times when other revegetation duties are slow.

The Project Supervisor, WYLD Projects General Manager, Macadamia Farm Management, Red Ash Consulting, Team Members and youth are to work together in a cooperative manor to achieve the planned project scheduling and work activities,

As the Employer is funded to work with Aboriginal and Torres Strait Islander youth aged 14-24, this offer, and your ongoing employment, is subject to but not limited to you obtaining and maintaining the following:

- Blue Card for working with children
- National Criminal History Check.
- Current minimum P driver's license, personal reliable vehicle with 3<sup>rd</sup> party insurance.

You'll be provided with a culturally appropriate workplace, with an expectation to maintain flexible work roles accommodating the diverse range of work offered throughout your role. Additional work-related opportunities through WYLD may be presented where you may be required to work away and travel for youth related activities.

## Responsibilities (but is not limited to)

Your responsibilities will include (but are not limited to):

- Self-motivated, able to work autonomously and in a team environment.
- Log daily work records in WYLD's ESS platform, including all workplace health and safety records.
- Commitment to ensure Workplace Health and Safety policies/procedure/practices are followed, and equal employment opportunity in the workplace are free from discrimination and harassment.
- Responds positively to feedback and performance reviews and can modify themselves accordingly.
- Good time management, and communication.
- Project manage work schedules on time and to expectations in terms of quality, deliverables and Project plans, organises, and prioritise work schedules in advance.
- Perform all duties provided, and any other duties requested to undertake safely by WYLD Projects.
- Complete necessary administration and office duties including maintaining a clean work area, maintaining accurate records of work, complete time and leave sheets on XERO.
- Complete any personal development training as identified.
- Reflect WYLD Projects code of conduct in community.

### **Personal Attributes (but is not limited to):**

- Initiative – Ability to follow and complete work plans/tasks
- Rapport – Maintaining goodwill and communication.
- Planning and organising – Identifying and prioritising steps which need to be undertaken for task completion. Following instructions, to arranging the necessary work task to be completed.
- Teamwork – Actions which tend to foster team spirit and build and maintain co-operative and productive relationships.
- Organisational Awareness – Understanding the impact or implications of internal decisions, complying with confidential information of the organisation.

### **Performance Measures (but is not limited to)**

- Attendance and punctuality at the workplace
- Ability to complete Project Paradise deliverables.
- Respect for Indigenous culture and traditions.
- Adherence to WHS policies.
- Adherence to WYLD Projects employee policies (including the code of conduct).
- Collaborate on the establishment of clear performance standards and deadlines in line with established project management plans.

### **Licences/Qualification**

- Minimum Green P Vehicle License, with own person transport and third-party insurance.
- AC/DC ticket
- Cert III Conservation Land Management or equivalent

### **Employment screening**

**Employment screening mandatory for this role which will require 2 recent contactable referees relevant to the position you are applying for.**

- **Blue Card for working with children**
- **National Criminal History Check.**
- **Minimum Green P driver's license, personal vehicle with 3rd party insurance.**

**A probationary period of 3 months will apply to this position assessing performance, attitude and behaviour are satisfactory, before the job will then be confirmed. The probationary period may be extended so that further annual assessment to be undertaken.**

## **Selection Criteria**

To do this role successfully, it is critical that you have good communications, follow instructions, be contactable, and reliable.

**Please address the selection criteria in writing:**

- SC1 Minimum completed Cert III Conservation Ecosystem Management with at least 2 years' experience in bushland/grassland restoration, revegetation, weed control, and general production farming duties..
- SC2 Demonstrated ability to deliver all aspects of setting up quality bushland/grassland restoration projects, with supervisory history of small teams, reflecting high levels of accountability and responsibility
- SC3 Adequate physical fitness and mobility. With no existing medical conditions, in relations to undertaking manual labour, or conservation work in the open environments.
- SC4 Demonstrated understanding and commitment to follow Workplace Health and Safety policies and procedures.

**Closing date:** Thursday the 31<sup>st</sup> October

Successful applications will be short listed for a panel interview. TBA

Please address in writing, the **selection criteria**, noting your experience in the 4 points, attaching a copy of your resume, cover letter and a minimum of 2 recent and contactable references.

General Manager Brad Crosbie – [brad@wyldprojects.org](mailto:brad@wyldprojects.org)

Mobile: 0405382981

<b>Description Prepared by</b>  Brad Crosbie	<b>Agreed by Incumbent:</b>	<b>Agreed by General Manager:</b>
<b>Date</b> 16/10/2024	<b>Date</b>	<b>Date</b>