

## Team Leader

<b>Current Incumbent:</b>		<b>Appointment Type:</b>	Temporary
<b>Location:</b>	Kuitpo	<b>ForestrySA Level:</b>	3
<b>Reporting to:</b>	Fire Manager		

### PURPOSE OF THE POSITION

Responsible for providing leadership and support to operations crews to ensure general forest establishment, maintenance, tending and fire protection operations are undertaken effectively. Provides support to the Fire Manager to ensure the administrative, planning and training components of the fire program are compliant and effective.

### KEY RESPONSIBILITIES

Working under general direction, the duties and responsibilities include, but are not limited to the following:

- Supervise and support plantation and conservation operations by undertaking forest maintenance activities including break clearing, fencing, weed control, assist in research programs, trail marking and conservation and recreation projects.
- Provide leadership and promote positive culture for the Operations Crews.
- Participate in fire suppression activities including active front line protection, training and prescribed/residue burning programs
- Support the fire program by assisting with planning, training, vehicle maintenance and other associated tasks.
- Other tasks as required to reflect ForestrySA's changing business needs.
- Work safely by complying with established safe work procedures and take a pro-active approach to WHS & IM by immediately advising supervisor of any hazard together with suggestions for controlling the hazard.

### OUTCOMES

- All Operations Crews are effectively supported
- All operations comply with policy commitments and are conducted in accordance with the Forest Management System requirements.
- Fire program is adequately supported and resourced.
- Safe work procedures complied with at all times.

### POLICIES AND STANDARDS MANAGEMENT SYSTEM (PSMS) ACCOUNTABILITIES

To meet economic, environmental, safety and social responsibilities, employees are to:

- Seek to improve business processes and practices;
- Find efficiencies, limit waste, prevent pollution, eliminate or control hazards, and manage risks;
- Protect the health and welfare of all persons in the workplace;
- Capture and maintain official records;
- Consider neighbours and treat all stakeholders with respect; and
- Protect biodiversity, cultural assets, soil and water, and forest health and vitality.

### WORKING RELATIONSHIPS

- Reports to and provides support to the Fire Manager.
- Received operational direction from the Senior Works Coordinator.
- Provides leadership to the Operations Crew members
- Close working relationships with other Operations Crew members and other ForestrySA staff.

## Team Leader

### SPECIAL CONDITIONS

- Required to participate in fire protection activities on a roster system including working weekends and public holidays.
- Must undertake and pass regular health assessments in accordance with ForestrySA Fire Manual and complete an annual task-based test appropriate to nominated fire role.
- Required to participate in the Performance Development process.
- Must comply and adhere to ForestrySA policies and procedures, including the Code of Ethics for the South Australian Public Sector.
- Out of hours work and intrastate and interstate travel may be required.

### FORESTRYSA CORE COMPETENCIES

<b>Analysis and Decision Making</b>	Demonstrates the ability to identify the information or action needed to solve a problem effectively.
<b>Communication</b>	Demonstrates the ability to effectively communicate verbally and in writing with internal and external stakeholders with an understanding and respect for confidentiality.
<b>Initiative</b>	Demonstrates the ability to apply judgement and initiative under general direction and to follow instructions and guidelines to meet set goals and team objectives.
<b>People Management</b>	Demonstrates the ability to supervise small teams and delegate tasks to achieve team goals and agreed deadlines while working effectively with limited supervision
<b>Workplace Safety &amp; IM</b>	Promotes a safe working environment by acting as a role model and wearing/using safety equipment and following and supervising safe work procedures at all times. Supports co-workers injured at work.
<b>Organisational Values</b>	Demonstrates an understanding of and commitment to ForestrySA's organisational values including displaying ethical behaviour at all times.

### QUALIFICATIONS / CERTIFICATES & EXPERIENCE

#### Essential

- Demonstrated ability to supervise a small team in the implementation of detailed directions and procedures.
- Chainsaw Operations certificate and relevant forest maintenance knowledge and experience.
- Experience in machinery operation and a keenness to adapt to larger machinery if required.
- Relevant industry qualification and / or demonstrated experience commensurate with education.
- Basic Fire Fighting Level 1 certificate and relevant fire-fighting experience.
- A current minimum Class C driver's licence is required.
- A National Police Clearance is required.
- A current First Aid / Remote First Aid certificate is required, or willingness and ability to obtain a certificate.

#### Desirable

- HR truck licence and experience in truck driving.

#### Employee Acceptance

I have read and understood this document:

**Signature**

**Date**

**Manager Signature**

**Date**

**Chief Executive Signature**

**Date**