

Position Description

POSITION TITLE	Facilities Supervisor
DEPARTMENT	Infrastructure and Planning
REPORTS TO	Assets and Facilities Manager
DIRECT REPORTS	Facilities Team
SALARY	Scale 5
WORKING ARRANGEMENT	7-DAY Monday to Sunday, including evenings, weekends, and public holidays and special events.
REVIEWED	November 2023

OUR ORGANISATION

We are a leading conservation and sustainable tourism organisation and are privileged to manage 1,980 hectares of coastal reserves, wetlands, and woodlands across Milawul (Phillip Island), which forms part of the traditional lands of the Bunurong. We are an organisation deeply committed to reconciliation and we recognize that the Land, Waters and Sea are of profound spiritual, cultural and economic importance to Aboriginal and/or Torres Strait Islander People.

Our nature-based tourism experiences fund research-led conservation and land management. The heart of our offering lies in distinctive opportunities for visitors to immerse themselves in nature, engage with wildlife, and connect with the region's history and culture. This supports our innovative research, which forms the foundation from which our conservation and education programs are designed.

We strive to provide a safe and inclusive work environment for the passionate team of staff, volunteers and contractors who collectively enable us to achieve our vision. We demonstrate this commitment through:

- A strong commitment to Reconciliation through our Reconciliation Action Plan and Aboriginal Employment Strategy.
- Diversity and inclusion celebrations supported by our 'Values and Wellbeing' Committee.
- Gender Equity and Accessibility Action Plans.
- Safety leadership and commitment focused on all aspects of our physical and mental health in the workplace.

POSITION PURPOSE

The purpose of this role is to lead and coordinate the Facilities team and cleaning and facility services related activities across the Nature Parks precincts, to ensure facilities and grounds are presented to the highest possible standard.

Our Vision

An island haven where nature and people thrive together

Our Values



**NATURE
CONSERVATION
IS PARAMOUNT**

- Guided by Bunurong
- Evidence based to inform decisions
- Choose most sustainable
- Consider impact on nature first



**ENGAGING
EXPERIENCES**

- Authentic and natural
- Welcoming and inviting
- Creative, fun and inspiring
- Act with understanding sensitivity



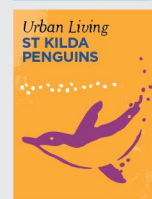
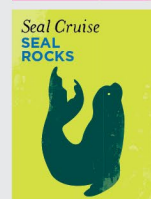
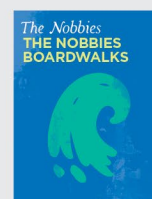
**FUTURE
FOCUSED**

- Plan and think strategically
- Take initiative and be responsive
- Embrace change, flexible thinking and adaptable in our actions



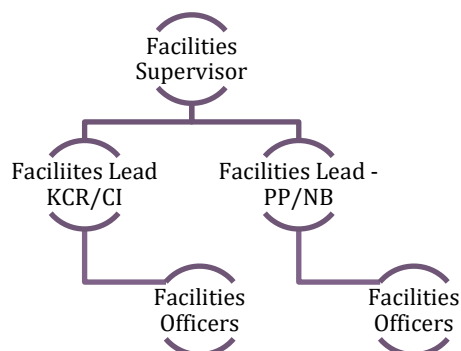
**DELIVERING
OUTCOMES
TOGETHER**

- Build strong partnerships based on trust, openness and transparency
- Deliver on our promise
- Encourage dialogue and feedback
- Empowered to work with others
- Foster culture of inclusion and safety





DEPARTMENT STRUCTURE



JOB SPECIFICATION

KEY DUTIES AND RESPONSIBILITIES

- Supervise the Facilities team in a structured and professional manner prioritising tasks to reflect the daily requirements of the park.
- Undertake recruitment and on boarding activities to ensure baseline of Facilities team is maintained within budget.
- Develop rosters and complete payroll activities in accordance with the Nature Parks Enterprise Agreement.
- Provide feedback and guidance to staff and ensure performance management process is undertaken for Facilities team.
- Work with the Assets and Facilities Manager to propose and implement strategies to improve productivity, efficiency, and effectiveness for the department.
- Effective communications skills to communicate with the team, contractors and members of the public.
- Capacity to develop relationships with a wide variety of stakeholders.
- Oversee the purchasing and stock management for facilities supplies.
- Implement sustainability principles into all Facilities activities.
- Work in conjunction with all Departmental Managers as required relating to cleaning and ground services.
- Plan, obtain quotes and provide recommendations for new plant and equipment as required in a cost effective and timely manner.
- Oversee fleet management requirements regarding procurement and follow purchasing principles.
- Identify preferred contractors for undertaking projects utilising cost, quality and equipment needs.
- Aid management of departmental budget and business plan in conjunction with Assets and Facilities Manager.

WORKPLACE EXPECTATIONS

- Behave in a way that demonstrates our values, organisational workplace behaviour and code of conduct
- Proactively engage in learning and development, meetings and maintaining up to date knowledge of activities and events occurring across all areas the Nature Parks.
- Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers).
- Promote child safety at all times, report and follow child safety processes.

LEADERSHIP

- Display the values and behaviours that enhance individual performance, promote a productive team environment, and foster a culture of safety and inclusion.



- Establish and sustain professional connections with colleagues and stakeholders throughout the organization to facilitate collaboration and cooperation between departments.
- Enhance growth and development of individuals through on the job training, experience, and mentoring/coaching opportunities.
- Educate and enhance employee learning about policies, procedures and relevant legislations, including child safety.
- Facilitate the reporting of any incidents, inappropriate behaviors or suspicious activities,
- Promote the assessment of risks within the employee's area of responsibility, and take steps to minimize or eliminate identified risks to the greatest extent possible

KEY SELECTION CRITERIA

EXPERIENCE, KNOWLEDGE AND SKILLS

- Proven experience in contract management.
- Demonstrated experience supervising and leading a team.
- Two years minimum experience in a cleaning and presentation role.
- Experience in asset information management systems.
- Competent in the use of Microsoft office and experience with rostering/payroll systems.
- Ability to identify staff development needs and to provide on the job training.
- Effective communications skills to communicate with the team and members of the public.
- Meticulous attention to detail.
- Capacity to manage numerous tasks and to prioritise workloads.
- An enthusiastic and approachable personality.
- Capacity to develop relationships with a wide variety of stakeholders.

OTHER REQUIREMENTS

Commence employment with Nature Parks and maintain current at all times.

- Equivalent relevant work experience in facility management.
- Working with Children Check
- Drivers' Licence
- First Aid Level II and CPR

WORKING CONDITIONS

	Low < 5Kgs and/or < 2 hours duration	Moderate 5-10Kgs and/or 2-6 hours duration	High > 10kgs and/or 6-8 hours duration
Working in an outdoor environment		✓	
Sitting		✓	
Standing		✓	
Walking (including over rough terrain or stairs)		✓	
Squatting / Kneeling / Bending / Twisting		✓	
Pushing / Pulling / Lifting / Carrying / Reaching		✓	
Computer usage (Keyboard/mouse/tablet)		✓	
Use tools (Shovels, hammers, and motorised hand tools)		✓	



Operate machinery (Chainsaws, Tractors, and All Terrain Vehicles)		✓	
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AGREEMENT

I have read and understood the above position description and I agree to the work in a manner that aligns with the specifications outlined.

I declare that I have no health, medical or other restriction that would affect my ability or capacity to undertake these duties in a safe manner.

Name:

Signature:

Date:
