

Position Description

Position title:	Coastal Reserves Supervisor
Reports to:	Coastal Reserves and Projects Coordinator
Location:	Portarlington, Victoria
Salary:	\$72,000 - \$80,000 plus superannuation
Status and Term:	Permanent, full-time, 38 hours per week, with a fortnightly paid day off (FDO)

Organisational Overview

Bellarine Bayside Foreshore Committee of Management (Bellarine Bayside) is a Committee of Management appointed by the Victorian Government under the *Crown Land (Reserves) Act 1978* to manage, improve, maintain and control the foreshore reserves on the northern Bellarine Peninsula, between Portarlington and St Leonards.

Along the foreshore, Bellarine Bayside is responsible for beaches, public open space and parks, flora and fauna, foreshore buildings and infrastructure, coastal trails, boat ramps, public amenities, community facilities, licences and leases and operating caravan parks and seasonal camping grounds. Bellarine Bayside employs a Chief Executive Officer and approximately 40 staff in the peak holiday season to deliver its programs.

Bellarine Bayside manages three seasonal campgrounds at Indented Head and two at St Leonards and one year-round caravan park being Portarlington Holiday Park (PHP), at Portarlington. Camping and caravanning has been permitted on these coastal reserves for the past 60 years. The revenue received from Bellarine Bayside's campgrounds and PHP are entirely invested back into the management and enhancement of the campgrounds, Holiday Park and the Northern Bellarine foreshore reserves and community assets.

Position Objective

- To ensure staff safety and company values are integrated into all decision making
- To Supervise the Coastal Reserves Maintenance Crew and contractors to safely, efficiently and effectively maintain the open spaces and assets to a high standard.
- Work with the Coastal Reserves Maintenance Crew in accordance with approved Horticultural and Asset Management work practices.
- Complete cyclic asset inspections and arrange resulting works as required.
- Assist in the development of coastal and holiday park improvement works, including project design, scope, costings, and delivery.
- To embrace the organisations 'one team' culture direction and contribute to its success.

Key Responsibilities and Duties

The Coastal Reserves Supervisor, under limited supervision and direction, will be responsible to deliver coastal reserves related maintenance activities in the field. To achieve the required level of service, the Supervisor will oversee contractors, permanent and casual staff and will have the required tools and machinery at their disposal.

Duties will include but are not limited to:

- With the Coastal Reserves and Projects Coordinator, develop seasonal horticultural and coastal reserves and related asset maintenance programs for coastal reserves and holiday parks that ensure the effective and efficient allocation of resources that meet agreed service levels.
- Develop and implement turf maintenance programs, that include weed management, fertilizing and pest control.
- Implement and oversee tree maintenance works as set out in the annual ArborPlan report.
- Implement and oversee playground maintenance works as set out in the annual Playground Audit and the quarterly inspection reports.
- Implement and oversee coastal trail maintenance and renewal works as determined by the trail inspection audits.
- Prepare daily work allocation, supervise work programs and manage the performance of staff and contractors.
- Ensure quarterly playground and trail inspection and maintenance programs are completed.
- Develop and implement other arboricultural maintenance, tree replacement and proactive planting and mulching programs.
- Oversee programmed inspections are completed, actioned, and recorded within set timeframes.
- Operate and oversee the use of a range of equipment and machinery to carry out the necessary maintenance of coastal assets.
- Ensure all plant and equipment are safely maintained, reporting any maintenance issues.
- Report any damage or vandalism, and or hazards.
- Ensure all responsible work activities involving staff, contractors and volunteers are compliant with the OHS Act 2004 and Bellarine Bayside workplace procedures.
- Provide after hours, weekend and public holiday support to the foreshore during peak summer periods as rostered.
- Provide support to other areas of Bellarine Bayside as required.
- Proactively assist the organization towards a 'one team' culture.
- Work cooperatively and effectively with co-workers and management to create a healthy and productive workplace.

Other Duties

- Report and provide advice to the Coastal Reserves and Projects Coordinator as required.
- Work with the community as required to meet organisational needs.
- Work with all other staff of Bellarine Bayside as required.
- Function as a senior member of staff leading by example upholding the organisation's values.
- Other duties as required.

Organisational Relationships

Reports to:	Coastal Reserves and Projects Coordinator
Supervises:	Apprentice Maintenance Gardener/ Horticulturist Coastal Reserves Maintenance Officer Casual Staff Contractors
Internal Contacts:	Operations Manager Coastal Reserves and Projects Coordinator Holiday Park Manager Assets Coordinator Conservation Coordinator
External Contacts:	Local Community/Visitors Campers Contractors Consultants

Accountability and Extent of Authority

The position will be accountable for:

- Ensure compliance with agreed values and behaviors and Bellarine Bayside policies.
- Maintaining a knowledge of and working within the organisation's procedures including EEO and code of conduct.
- Assigned staff and contractors.
- Appropriate approved expenditure.

Judgement and Decision Making

The position is accountable for:

- Quality, quantity and timeliness of own work and those who report to this role.
- Ensuring safe operation and use of plant and equipment.
- Work as a team member in a work group responsible for the safe presentation and development of various parks, facilities and reserves.
- Ensure that all areas within the work group area are maintained in a well-presented position.
- Utilise safe work practices and assist in ensuring that maintenance is carried out in a safe working environment.
- To ensure staff safety and company values are integrated into all decision making.

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Knowledge and application of safe operation of horticultural plant and equipment.
- Demonstrated knowledge and application of horticultural maintenance practices.
- Experience in record keeping and documentation of works performed.
- Demonstrated knowledge and application of Horticultural improvement works.
- Plant identification and knowledge of indigenous plants.

Interpersonal Skills

The interpersonal skills required to perform the role competently are:

- Ability to lead and supervise small groups.
- Ability to identify customer needs and expectations, decide the appropriate action and respond accordingly.

- Proven ability to plan and implement tasks within an allocated timeframe.
- Ability to deal with difficult situations and present a positive Foreshore Committee image.
- Ability to work both as part of a team and individually.
- Ability to identify and resolve minor operational problems and issues.

Qualifications and Experience

- Qualifications in Horticulture, Parks or significant experience in the industry.
- Leadership or Management qualifications and/or a minimum of 5 yrs' experience in a leadership role.

Key Selection Criteria

Essential

1. Horticultural qualifications and or substantial industry experience.
2. Industry experience in a leadership position.
3. Ability to work in a self-directed manner and as part of a team, with good organisational skills.
4. Good written and oral communication skills including the ability to identify and resolve minor operational problems and issues.
5. Knowledge and experience of safe work practices and plant and equipment use.
6. Demonstrated experience in general maintenance and horticultural maintenance practices.
7. Demonstrated knowledge and experience in horticultural improvements works, and the ability to identify local plant species.
8. Current Manual Driver's Licence

Desirable

1. Truck Licence.
2. Front end loader License
3. Farm Chemical Users Certificate. (ACUP)
4. Chainsaw Certificate.
5. Elevated Work Platform
6. Project Management
7. First Aid Certificate
8. White Card

APPLICATION PROCESS

Applications will be received up to midnight on **Wednesday 4 December 2024**

Applicants should email applications to recruitment@bellarinebayside.com.au by the closing date. If you do not have access to a computer, applications can be posted to the following postal address:

Administration
Bellarine Bayside Foreshore Committee of Management
P.O. Box 40
Portarlington VIC 3223

All applicants are requested to include the following in their application:

- A **covering letter** which states the title of the position you are applying for and why you are interested in the position.
- A **current resume** which includes:
Personal details, educational achievements experience and at least 2 references
- Response to the **key selection criteria** as stated in the position description.
(Applications that do not address the Key Selection Criteria may not be considered).

Should you have any questions or wish to discuss the role please, contact Brett Mantel, Coastal Reserves and Projects Coordinator on 03 5254 4010 or by email brett.mantel@bellarinebayside.com.au

END