

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	LANDCARE SUPERVISOR - AUSTRALIAN DISABILITY ENTERPRISE (ADE)		
<b>COMPANY DIVISION:</b>	genU Ability	<b>UNIT:</b>	Business Enterprises - Landcare
<b>OFFICE LOCATION:</b>	Geelong		
<b>REPORTS TO:</b>	Landcare Manager		
<b>OTHER PROFESSIONAL RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>• genU management and staff</li> <li>• genU customers</li> <li>• genU stakeholders</li> </ul>		
<b>CLASSIFICATION &amp; CONDITIONS:</b>	KSL Agreement		
<b>STATUS:</b>	Casual		

### THE COMPANY

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making.

genU has been 60 years in the making. Bringing together the best of two trusted and respected organisations, Karingal and St Laurence, genU builds on this experience, adding a new ambition: to become the leader in what we do.

We want everyone's lives to be happier and healthier, especially people with disabilities, the ageing and those experiencing disadvantage.

Our mission is to enable each person we support to live the life they choose. We do this by helping our clients re-join the workforce, master everyday tasks or access community services.

**Vision:** To build inclusive communities

**Mission:** Create and deliver innovative services that empower people, in the communities we serve, to reach their full potential.

## POSITION:

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### GENU VALUES

VALUE	BEHAVIOURS
<b>Welcoming</b>	You're part of our family
<b>Respectful</b>	We will treat you the way we would want to be treated
<b>Integrity</b>	Earning your trust by always adhering to our values
<b>Courageous</b>	We bravely drive innovation and advocacy to assist you to live the life you choose
<b>Excellence</b>	We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best

The genU values have been articulated to advise employees about the sorts of behaviours expected of them in the workplace.

### DESCRIPTION OF DIVISION

genU Business Enterprises (genU BE) is an initiative of genU that provides supported employment for people living with a disability. genU BE is an Australian Disability Enterprise which operates a range of businesses in the Geelong and Colac region to provide employment for people with a disability in a supportive work environment. These businesses include Packaging and Warehousing, Hospitality and Land Care and outdoor maintenance.

### PURPOSES OF THE POSITION

genU BE supports people with a disability to learn new skills, develop confidence and flourish in a supportive workplace. An ADE 2IC oversees work carried out by supported employees to ensure it is completed to the highest standard plus assists the manager to run the business.

### DUTIES

- Grounds and garden maintenance.
- Garden clean ups.
- Pruning of plants, shrubs, bushes etc. as required.
- Hedge trimming as required
- Mowing – push mower and ride on
- Whipper Snipper as required.
- Rubbish and garden refuse removal from sites.
- Application of herbicides, pesticides and fertilisers to gardens and grounds
- Weeding and weed control.
- Outdoor maintenance as required.
- Remove light debris from grounds with blower/vac.
- Additional duties as required by your manager

## POSITION:

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### SUMMARY OF POSITION RESPONSIBILITIES

The position is directly responsible to for key accountabilities and the achievement of Key Performance Indicators.

#### KEY RESULT AREAS

- Create strong relationships with our customers through exceptional communication and service, ensuring they receive quality, timely service on their projects
- Help the branch achieve its growth objectives
- Assist the branch team in achieving its overall objectives of quality, retention, growth and profitability
- Lead a team of supported employees with diverse and special needs
- Ability to prioritise work to achieve targets with minimal supervision
- Use the right tools for the job and maintain equipment in good working order at all times
- Act in the interests of the business and the welfare of its employees at all times

### OH&S RESPONSIBILITIES

The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.

All genU Supervisors must:

- Comply with Work Health Safety Act and genU Safety Policies and Procedures
- Take care of self and others
- Be flexible to work outdoors earlier in the morning to avoid high UV and heat exposure in hot conditions
- Understand adverse weather such as rain may interrupt work schedules
- Wear protective clothing, including Personal Protective Equipment (PPE) and safety eyewear.

## POSITION:

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### KNOWLEDGE, SKILLS AND EXPERIENCE

To achieve outstanding results, the ADE 2IC must demonstrate:

- Excellent attention to detail and pride in a job well done.
- Effective listening skills
- A strong team focus
- Strong interpersonal skills
- Great customer service skills.
- Proficiency when understanding the task at hand and communicating these instructions to people with special needs.
- Experience in job planning and time management.
- Experience with garden and lawn maintenance.
- The ability to lead and motivate a team of people.
- Hardworking, motivated & punctual attitude
- Lives the genU mission and values
- Uses initiative

### SELECTION CRITERIA

#### Qualifications:

- Open Manual Drivers Licence with no driving offences

#### Essential:

- Experience supervising staff to achieve desired outcomes
- A patient and caring disposition
- Maintain a fit and healthy lifestyle

#### Desirable:

- Cert IV in Disabilities
- Cert IV in Mental Health
- Forklift licence
- Business Acumen
- Experience in dealing with people demonstrating complex behaviours and special needs

**POSITION:**

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**CULTURAL FIT**

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce.

genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.

<b>INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION</b>			
	<b>Frequency Required</b>		
	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>
<b>Bending</b>	*		
<b>Computer based tasks</b>		*	
<b>Driving</b>	*		
<b>Kneeling</b>	*		
<b>Lifting</b>	*		
<b>Sitting</b>	*		
<b>Standing</b>	*		
<b>Walking</b>	*		