

# Role Description

## Field Supervisor



<b>Cluster</b>	Climate Change, Energy, The Environment and Water
<b>Agency</b>	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
<b>Division/Branch/Unit</b>	National Parks & Wildlife Service / Park Operations
<b>Location</b>	Various
<b>Classification/Grade/Band</b>	Field Supervisor Grade 1-2
<b>Role Number</b>	Generic
<b>ANZSCO Code</b>	234314
<b>PCAT Code</b>	1119192
<b>Date of Approval</b>	November 2022 (updated Jan 2024)
<b>Agency Website</b>	<a href="http://www.dcceew.nsw.gov.au">www.dcceew.nsw.gov.au</a> & <a href="http://www.nationalparks.nsw.gov.au">www.nationalparks.nsw.gov.au</a>

*Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

### Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state's environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

NSW DCCEEW conserves and protects the state's natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations. DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

### National Parks & Wildlife Service overview

National Parks & Wildlife Service (NPWS) is one of the world's oldest and most respected national parks agencies. We manage more than 890 national parks and reserves, covering over 7.6 million hectares or 9.5% of the landmass of NSW ranging from rainforests and towering eucalypt forests to rich woodlands, spectacular deserts and precious alpine systems. We deliver effective conservation for our biodiversity and cultural heritage and provide world class visitor experiences for the whole community to enjoy. We carry out fire management, threatened species conservation, land and infrastructure management, sustainable tourism and visitation, and research and education programs. We work together with Aboriginal communities to manage and protect our parks on behalf of the people of NSW.

## Primary purpose of the role

Coordinate and supervise field staff to ensure the efficient undertaking of works and maintenance duties in their allocated work site, contributing to the organization's obligations and aims, within the Area/Region, in terms of the enhancement and preservation of natural resources and natural and cultural heritage.

## Key accountabilities

- Supervise and co-ordinate the implementation of the Area/Region works and maintenance programs for the enhancement and construction of roads, fire trails, walking tracks, camping areas and other visitor facilities to provide safe environments for visitors and staff within the Area/Region reserves.
- At the specified work location ensure overall site management including coordination and supervision of field staff in the completion of allocated projects/activities. Ensure that NPWS safe work procedures and the requirements of the WHS Act are met in relation to the projects/activities of field staff under the position's control, and that equipment is maintained to standard.
- Coordinate and supervise works crews, whether permanent, temporary, contracted or volunteer to ensure most cost efficient use of resources.
- Contribute to the planning and development of new works and maintenance programs.
- Provide information and assist in project planning, cost estimates, submissions, tenders and budget monitoring to facilitate effective planning and completion of works and maintenance and assets acquisition.
- Monitor works and maintenance expenditure to facilitate effective budgetary management.
- Implements agreed monitoring programs for many activities including bushfire management or suppression and pest management programs and may be required to manage specific projects.
- Undertake administrative functions associated with the role, this includes records management ensuring accurate and up to date records of staff diaries, vehicle running sheets, contractor's records, inventory management and purchasing.

## Key challenges

- Work is undertaken with sensitivity to NPWS' statutory obligations to conserve & manage natural & cultural resources.
- Maintaining effective communication levels in supervising and supporting staff across various locations, some remote, ensuring clear instruction, appraisal and development.
- Maintaining E&H safe working procedures and occupational health and safety standards to ensure the safety of staff and the public.

## Key relationships

Who	Why
<b>Internal</b>	
Senior Field Supervisor/Team Leader Field Operations, Rangers, Project Officers and Area Managers	<ul style="list-style-type: none"><li>• Consults with and contributes to the determining and scheduling of works and maintenance programs.</li><li>• Communicates with the Senior Field Supervisor/ Team Leader Field Operations on work program issues in relation to priority setting of works programs and implementation of programs.</li></ul>

Who	Why
Field Officers	<ul style="list-style-type: none"> <li>• Allocate projects to field staff - coordinate and supervise in the completion of these projects.</li> <li>• Guide field officers in the application of delegated authorities.</li> <li>• Maintain effective communication levels in supervising and supporting staff across various locations, some remote, ensuring clear instruction, appraisal and development.</li> </ul>
Work Crews	<ul style="list-style-type: none"> <li>• Coordinate and supervise works crews, permanent, temporary, contracted or volunteer to ensure most cost efficient use of resources.</li> </ul>
External	
Public and external agencies	<ul style="list-style-type: none"> <li>• Maintain effective communication with public to facilitate internal and external relations.</li> <li>• Communicate with the public and various government and nongovernment agencies in respect to works and programs, suppliers, Volunteer Bushfire Organisations, WorkCover Authority, clients and stakeholders.</li> </ul>

## Role dimensions

### Decision making

The role is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The position is accountable for the quality, integrity and accuracy of content of advice provided.

### Reporting line

Role reports to Senior Field Supervisor / Team Leader Field Operations.

### Direct reports

Senior Field Officers, Field Officers and Contractors.

### Budget/Expenditure

Nil

## Essential requirements

- Current Australian Class C Drivers licence or equivalent.
- Demonstrated well-developed supervisory and team leadership skills for the implementation of field and operational activities, including the construction and maintenance of walking tracks and park facilities, and pest plant and animal control.
- Demonstrated ability and experience in cost estimation, budgeting and planning and programming.
- Experience or detailed knowledge of various trades.
- Ability and demonstrated experience to undertake crew leadership in fire management.
- Relevant SafeWork NSW certification, ability and experience in the operation of machinery, plant and equipment for maintenance/construction work, including chainsaws to basic tree felling standard.

*This is a physically active role suited to candidates of all genders who are fit, enjoy working outdoors as part of a team, and are eager to learn and develop the skills and qualifications needed to contribute toward improving and maintaining some of NSW's most precious natural places.*

*Applicants must meet the requirements of a specific medical assessment) which is inclusive of a clearance to undertake the fitness test for firefighting fitness roles (ie. moderate level Task-Based Assessment for Firefighters) within the 12-month probationary period, if relevant.*

The role holder must obtain certification at the appropriate level prior to undertaking firefighting/incident control duties. Notes:

- Successful applicants must pass the following within a probationary period of 12 months: certification as Fire Crew Member; Senior First Aid and 4WD certification.
- Prior to undertaking ground or aerial firefighting and/or incident control duties, the incumbent must obtain, and maintain currency in, appropriate levels of national firefighting competencies.
- All required training and assessments will be provided by the Department.

## Capabilities for the role


The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.




The capabilities are separated into **focus capabilities** and **complementary capabilities**.


## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate







Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Relationships</p>	<p><b>Communicate Effectively</b></p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
 <p>Results</p>	<p><b>Deliver Results</b></p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>	Intermediate
 <p>Business Enablers</p>	<p><b>Project Management</b></p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>• Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>• Contribute to developing project documentation and resource estimates</li> <li>• Contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate possible variances from project plans</li> </ul>	Intermediate










Capability group/sets	Capability name	Behavioural indicators	Level
 <p>People Management</p>	<p><b>Manage and Develop People</b> Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> <li>• Collaborate to set clear performance standards and deadlines in line with established performance development frameworks</li> <li>• Look for ways to develop team capability and recognise and develop individual potential</li> <li>• Be constructive and build on strengths by giving timely and actionable feedback</li> <li>• Identify and act on opportunities to provide coaching and mentoring</li> <li>• Recognise performance issues that need to be addressed and work towards resolving issues</li> <li>• Effectively support and manage team members who are working flexibly and in various locations</li> <li>• Create a safe environment where team members' diverse backgrounds and cultures are considered and respected</li> <li>• Consider feedback on own management style and reflect on potential areas to improve</li> </ul>	Intermediate

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 <p>Personal Attributes</p>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
 <p>Personal Attributes</p>	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
 <p>Personal Attributes</p>	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 <p>Relationships</p>	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 <p>Relationships</p>	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 <p>Relationships</p>	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

Capability group/sets	Capability name	Description	Level
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational