POSITION DESCRIPTION

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| **Position Title:** | **Garden & Maintenance Supervisor** | | | |
| **Division:** | **Community Services – Pathways to Employment** | | | |
| **Position Reports to:** | **Site Coordinator** | | | |
| **Direct Reports:** | **Gardening Employees of Yooralla** | | | |
| **Classification:** | **STAR level 2** | | | |
| **Band** | **9** | | | |
| **Approved by:** | **Senior Business Enterprise Manager** | | | |
| **Date Approved:** | **26/7/2023** | | | |
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| Position Overview | | | | |
| The Garden & Maintenance Supervisor is responsible for leading the Yooralla Gardening Team. The Gardening Hub is based at – Mooroopna, Benalla, Seymour and Footscray and will service surrounding suburbs in those regions. The Garden & Maintenance Supervisor will be responsible in liaising with Yooralla Service Providers, and/also external contracts.  This position will work directly with people with special needs engaging in work-based learning, skills development and building social relationships within the community. This position must provide leadership, on the job training and support whilst remaining focused on managing a Commercial Social Enterprise.  The Garden & Maintenance Supervisor must have a horticultural background and come with expertise in this field of work. | | | | |
| **Key Responsibilities** | | | | |
| Specific Role Responsibilities  Employee Development  • Oversee the skill development of all employees in the Garden & Maintenance team  • Actively provide supervision and a leadership role in identifying staff development activities and competencies for the gardening & maintenance tasks  • Maintaining records of supports and development to coincide with the development of the Individual Employment Plan with Site Coordinator  • Undertake required professional development and procurement processes as per Yooralla policies and procedures  **Customer Service**  • The Gardening & Maintenance Supervisor to provide a high standard of quality customer service to its customers  • The Gardening & Maintenance Supervisor to have knowledgeable experience and expertise in grounds maintenance  **Risk Management**  • Comply with the requirements of Victorian Occupational Health & Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by Yooralla :   * Work in a manner that considers the health and safety of self and others * -Report to work fit for duty and not affected by alcohol, drugs, medication or other substances * Ensure all work areas are maintained in a safe condition * Identify, report and record all safety hazards, incidents and injuries * Participate in OHS training and programs * Wear and maintain personal protective equipment and clothing correctly * Must maintain Safe Operating Procedures for all equipment and not misuse in any way   **Demonstrated Work Skills**  • Must have qualifications in horticulture  • Responsible for the safe selection and application of pesticides and herbicides  • Demonstrated understanding and proven ability to select and use suitable tools and methods, including a strong knowledge of electrical power tools and non-electrical manual tools  • Demonstrated experience in the management and planning of building and grounds maintenance, including proven strong safety knowledge and skills  • Gardens & grounds maintenance experience  • Garden vegetation and refuse removal  All employees are responsible for:   * Safeguard and promote the rights and wellbeing of every individual so they are recognised, respected, protected and fulfilled. * In providing quality services, Yooralla must comply with : * The Disability Service Standards * Victorian Charter of Human Rights and Responsibilities Act 2006 * The principles and objectives of the disability act * Promoting and protecting the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008); * Working to ensure high-quality and safe supports and services for NDIS participants,  meeting and exceeding the NDIS Practice Standards and  Quality Indicators; * Meeting obligations under all relevant Victorian and Commonwealth legislation; * Working in accordance with the Yooralla Code of Conduct and Employee Manual | | | | |
| **Selection Criteria** | | | | |
| **Mandatory Requirements**   * Horticultural qualification * Current National Police Record Check * International Police Check (if required) * Working with Children Check (if required) * NDIS Worker Screening Check * Current driver's licence to drive in Australia * First Aid (HLTAID003) Certificate * An up-to-date Immunisation History/COVID-19 Digital Certificate or formal evidence  of a vaccination exemption. | | | | |
| **Professional Experience** | | | | |
| • Previous experience in property maintenance and/or horticultural activity.  • Previous experience using power tools or other equipment relevant to property maintenance,  • Previous garden maintenance or grounds work experience in a similar position. | | | | |
| **Personal Skills and Attributes** | | | | |
| • Leadership and teamwork – the ability to foster a culture of excellent team dynamics and high performance in a social enterprise model  • Service delivery – the ability to foster a culture of high quality customer service both internal and external  • Commercial acumen – the ability to develop strong customer relationships and foster sales using a strong relationship marketing approach.  • Excellent communication – written, verbal and interpersonal communication skills | | | | |
| **About Yooralla** | | | | |
| Yooralla is Victoria’s most established and recognised for purpose disability service provider with more than one hundred years of experience offering high quality support services to people with disability. We work in partnership with people with disability, their families and carers to enable them to live the lives they choose.    Across Melbourne and regional Victoria, we support people of all ages and needs. Our 2,000+ staff provide a wide range of quality services, including accommodation and residential supports, specialist accommodation for people with complex health conditions, employment, training, support coordination, kindergarten assistance, recreational and therapy services, including assistive technology. | | | | |
| **Our Purpose** | | **Our Promise** | **Our Values** | |
| To support people with disability to live the life  they choose | | Designed by you, supported by us, and achieved together | * We put the person living * with a disability first * We do better together - we work as a team * We speak up | |