



Position Description

Grounds Supervisor

Division of Facilities Management

Chief Operating Office

Classification	Level 4
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Pre employment functional test
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	September 2021



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	<ul style="list-style-type: none">• Commencing progress rate• Student experience
Our Research	<ul style="list-style-type: none">• Research income• Research quality and impact
Our People	<ul style="list-style-type: none">• All injury frequency rate• Engagement
Our Social Responsibility	<ul style="list-style-type: none">• Underlying operating result• Community and partner sentiment



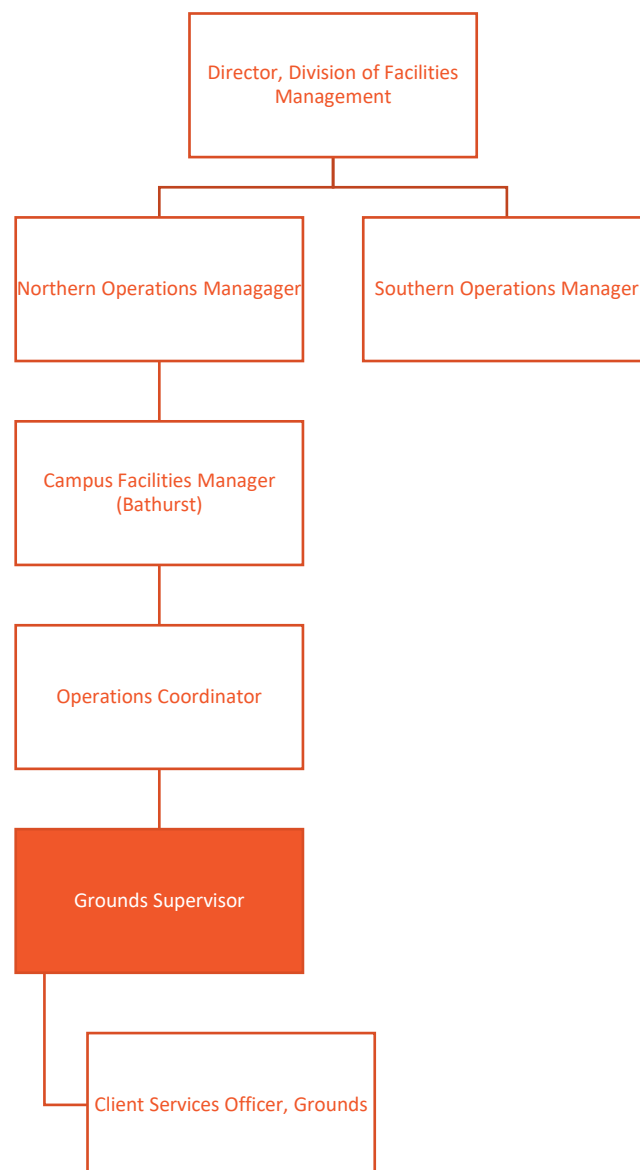
Division of Facilities Management

The Division of Facilities Management is responsible for developing and maintaining the University's campuses to provide a conducive and sustainable environment for safe living, teaching, learning and research.

The Operational Services Department is integral to the Division's strategic planning process and provides effective stewardship of campus facilities by ensuring all resources are effectively and efficiently focused towards our students and staff in their pursuit of academic excellence.

The Operational Services Team provide the leadership, management and technical skills required to maintain and operate Charles Sturt University's built environment and infrastructure.

Organisational chart





Reporting relationship

This position reports to: Operations Coordinator

This position supervises: Client Services Officers, Grounds

Key working relationships

- Operations Coordinator
- Division of Facilities Management Staff

Position overview

The Grounds Supervisor provides task supervision of Grounds staff and contractors and includes hands-on activities to deliver a client-centred service based on the stated objectives of the Division of Facilities Management Strategic Maintenance Plan.

In the delivery of the service the officer will participate as an active team leader to drive service improvement through innovation and the efficient and effective use of available resources. This position will assist the Manager, Campus Facilities to engender a culture of excellence amongst staff through the observance of the Division's Service Charter and a continuous improvement service delivery model.

Principal responsibilities

- Plan, direct & monitor the delivery of day-to-day grounds services within the Department's works and management framework including procurement, quality, risk management and administrative controls. Ensure the Manager, Campus Services is apprised of task progress and assist with the coordination and reprioritisation of service delivery to meet competing demands and budgetary constraints.
- Plan, direct & monitor the delivery of day-to-day grounds resources within designated service standards in a technically, commercially and environmentally sound manner. Work may include maintaining developed landscaped areas and associated systems, hard pavement including roads, composting systems, stormwater and greywater systems.
- Encourage and co-ordinate an increased use of inter-team resource sharing to maximise the benefits from multi-skilling in order to meet the Division's objectives and to drive efficiency gains.
- Practise quality communication with the Division's clients to establish task requirements and to ensure the clients are kept aware of any change in work status.
- Use theoretical and technical knowledge to provide limited horticultural advice, design and planning services to develop or revitalise landscaped areas and associated systems including erection of fences, signage, etc.
- Implement and monitor a process that ensures staff are responsible for the routine daily maintenance of allocated grounds plant & equipment to ensure safe & economical operation. Assist the Manager, Campus Services to develop a replacement program for plant & equipment.
- Participate in the Performance Management Scheme to develop and align the skills required in the team to meet the strategic direction of the Division. Assist with the development of the team's performance objectives and monitor their progress against established benchmarked targets.
- Plan, direct & monitor the delivery of day-to-day grounds services to ensure compliance of service delivery with environmental guidelines and OH&S policy and procedures.
- Other duties appropriate to the classification as required.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Adapt to change	Explore the reasons for change and be willing to accept new ideas and initiatives.
Plan and organise	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.
Follow instructions and procedures	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.
Cope with pressure and setbacks	Cope with pressure, keep emotions under control, balance work and personal life, stay optimistic, handle criticism.
Achieve personal work goals and objectives	Accept and tackle demanding goals, work hard, make the most of development opportunities, seek progression.

Physical capabilities

The incumbent may be required to perform the following:

- Work in other environments beyond the school, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members/
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of a Trade Certificate in Horticulture or an allied area and subsequent relevant experience leading to the development of areas of specialisation through a depth of skills, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Experience in the effective development and implementation of a pro-active Grounds maintenance program and the achievement of compliance requirements through demonstrated grounds management principles and practices. Demonstrated ability to meet deadlines and deliver results within available resources to meet client and university requirements.
- C. Demonstrated experience in the supervision, mentoring and management of a multi-disciplinary group and demonstrated ability to work both as part of a team and autonomously to develop and maintain collaborative working relationships with key stakeholders using demonstrated effective verbal, written and interpersonal communication skills.
- D. Knowledge of Work health and safety principles and ability to overlay risk management skills across all work tasks to improve safety & welfare performance and demonstrated ability to interpret and work within policy guidelines and set procedures.
- E. Demonstrated evidence of possession of basic computer skills, word processing and spreadsheets.
- F. A current Class C driver's licence.

Desirable

- G. Experience in Grounds maintenance in a large, complex environment.
- H. Previous experience with the development and maintenance of environmentally sustainable grounds.
- I. Experience with automatic and manual irrigation system's including problem and fault finding.

