



Position Description

Position:	Team Leader
Reports to:	Corporate Services Manager
Supervises:	Project Staff and contractors as required
Location:	Georgetown, Croydon or Mareeba, Queensland
Classification:	Level 3.1
Employment terms:	Part time (48 - 60 hours per fortnight), Fixed term for 24 months
Salary Range:	Commencing salary \$85,362 per annum full time (37.5 hr week) or \$43.78 per hour, reviewed annually.
Contact officer:	Zoe Williams, Chief Executive Officer Phone 07 4092 1088

About Gulf Savannah NRM

Gulf Savannah NRM delivers a range of programs including agricultural extension, environmental education and biodiversity monitoring and conservation. We operate primarily in the Northern Gulf region which stretches from Mareeba (60km west of Cairns) to the Gulf of Carpentaria coast.

Our VISION

Vital landscapes. Vibrant communities. Thriving futures.

Our PURPOSE

Integrated delivery that lands

Our VALUES

Trust from the ground up

Community and environmental resilience and capacity

Individual & organisational diversity and competence

Our team as high performing, engaging, and adaptable

About this role

We are seeking to employ three Team Leaders, at least one of whom will work from either our Georgetown or Croydon office and have capacity to travel regularly between Croydon and Georgetown to support staff in both these locations. We are looking for candidates with experience in the management of small teams and experience or qualifications in one or more of the following specific skill areas:

- Human Resource Management
- Workplace Health and Safety
- Information Technology Management
- Fleet and Asset Management

Ideally, we are seeking to employ a group of Team Leaders who collectively address all of these skill sets and are committed to work collaboratively to ensure the organisation's needs are addressed across these areas.

Team Leaders are accountable to the Corporate Services Manager and form part of the Leadership team, working with the CEO to deliver on our workforce objectives. Team Leaders will lead a team of multi-disciplinary professionals working across a range of NRM programs. Team Leaders will be responsible for ensuring human resources management, workplace health and safety, fleet and asset management and IT systems. Team Leaders will be responsible in ensuring the needs of their teams are being met to enable members of their teams to deliver excellence in integrated natural resource management solutions for the region. Team Leaders will work closely with Program Managers to ensure high quality project delivery. Team Leaders will work collaboratively

to implement and improve the organisations processes and systems to support delivery of projects and the organisations strategic objectives.

Duties of this role

1. Lead and manage a multi-disciplinary team of NRM professionals and facilitate a positive culture that is aligned to the company's vision, purpose, and values.
2. Ensure Human Resource Management, Workplace Health and Safety Management, Information Technology Management and Fleet and Asset Management needs are being met for the team.
3. Coordinate travel for team members and support Corporate Services staff with processing of travel expenses and reimbursements.
4. Support Program Managers and team members to deliver project objectives by ensuring adequate resourcing (both personnel and equipment) is available when required as per project plans. This will necessitate liaising with Program Managers to develop workplans for team members which adhere to Gulf Savannah NRM's HR and WHS policies, make the best use of the skills and expertise of staff, and ensure projects are appropriately resourced.
5. Coordinate the provision of specialist services, including managing contractors, as necessary.
6. Actively participate as part of the leadership team to ensure development and delivery of the Company's strategic and operational goals.
7. As part of the Leadership team, play a key role in the development and management of systems that support the operations of the organization.
8. Provide regular reporting to the CEO and leadership team on relevant matters, including HR, WHS, IT, asset and fleet management and policy, procedure and systems development and implementation.
9. Assist in the delivery of projects or organisational activities as required and with regards to your skills, as directed by the Corporate Services Manager or CEO.
10. The Team Leader based in Georgetown / Croydon will be required to undertake some general administration tasks, including customer service and reception duties, to support the smooth operation of this office.

Key attributes

- Experience in the management of small teams.
- Excellent interpersonal skills and the ability to successfully negotiate solutions to problems.
- Excellent time management and organizational skills with the ability to set and meet deadlines.
- Excellent written and verbal communication skills.
- Knowledge, skills and/or qualifications in Human Resource Management, Workplace Health and Safety, Information Technology Management, or Fleet and Asset Management.

Mandatory Requirements

Qualifications & Experience

- Tertiary qualifications in a relevant field, for example Business Management, HR, WHS, IT or related subjects;
- Experience in managing a team;
- Experience working with not-for-profit community groups, NRM groups, environmental organizations or similar would be advantageous.

Licences

- You must hold a manual C Class Driver's Licence and be eligible for a Blue Card.
- Successful candidates will be required to undertake first aid and cultural awareness training.

Other Requirements

- On occasion, Gulf Savannah NRM staff may be required to travel and undertake tasks outside normal work hours. This must be approved by the Chief Executive Officer before any work is done. Gulf Savannah NRM does not offer paid overtime; however, a Time Off in Lieu Agreement (TOIL) can be entered with the approval of the Chief Executive Officer and before being accrued.
- It is a standard requirement that successful applicants agree to undertake a pre-employment medical and random drug and alcohol testing when required by Gulf Savannah NRM.

Selection Criteria

1 Management Accountability

- Demonstrated skills in the management of multi-disciplinary teams.
- Demonstrated time management skills and an ability to manage multiple projects and meet deadlines.

2 Technical Responsibilities

- Technical skills/knowledge in one of the following: Human Resources Management, Workplace Health and Safety, Information Technology Management, Fleet and Asset Management
- High degree of computer literacy including proficiency with Microsoft Office suite.

3 Partnerships and Communication

- High level of written and verbal communication skills.
- Excellent interpersonal skills and the ability to negotiate, facilitate, and deliver solutions.

4 Problem Solving

- Demonstrated ability to identify and analyze problems and develop and implement improvements.
- Experience in supporting staff to develop practical and innovative solutions to challenges.

5 Workplace Health and Safety and Personal Conduct

- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct, and the Anti-Discrimination Act.

6 Qualifications and Experience

- Qualifications in Business, Human Resources, Workplace Health and Safety, IT or related fields, plus relevant work experience
- Current open 'C' class driver's license is essential
- Working with Children Blue Card, or ability to obtain.

Citizenship

To be appointed you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia permanently.

Approved:



Zoe Williams

2 September 2024

Signature

Name

Date

Chief Executive Officer
Gulf Savannah NRM