

## POSITION DESCRIPTION

<b>Job title:</b>	Grounds Maintenance Team Leader	
<b>Program/Service:</b>	Employment	
<b>Location:</b>	Tweed Heads	
<b>Award:</b>	SCHADS Level 4	
<b>Reports to:</b>	Community Support Manager	
<b>Direct reports:</b>	Community Support Workers	
<b>Financial delegation:</b>	TBA	
<b>Purpose</b>		
<ul style="list-style-type: none"> <li>• <b>Grounds maintenance of properties of Internal and External Clients including NDIS Services.</b></li> <li>• <b>Under general supervision ensure ongoing maintenance of Momentum Collective grounds maintenance contracts and private clients in a clean, safe and tidy manner.</b></li> <li>• <b>Provide ‘hands on’ on site supervision to supported employees employed by Momentum Collective Australian Disability Enterprise Program within the areas of general grounds maintenance and/or contract cleaning.</b></li> </ul>		
<b>Our Values</b>		
<p><b>Trust &amp; Respect</b> – we act with integrity and treat people with courtesy and kindness  <b>Wellbeing</b> – we connect, we give, we learn, we care and take notice  <b>Innovation</b> – we share and foster ideas across the organisation  <b>Working Well Together</b> – we work cohesively towards a common goal, creating a positive working environment  <b>Being Gracious</b> – we really listen and be polite in our dealings with each other</p>		
<b>Key results area (KRA)</b>	<b>Accountabilities</b>	<b>Estimated % of time spent on KRA</b>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Regularly report progress and issues to the Community Support Manager.</li> <li>• Maintain accurate and timely records of all works undertaken including purchase orders and invoice, details of work carried out with nominated job allocation and completion dates.</li> <li>• Provide rosters and schedule of works to Manager daily, and adjust and approve rosters in Carelink each day. Ensure that rosters are cost efficient</li> <li>• Attend to banking procedures for cash jobs (computer based records)</li> <li>• Liaise with the Community Support Manager to ensure day to day operational issues and work requirements are met.</li> <li>• Ensure work standards meet with legislative and contractual guidelines.</li> <li>• Provision of grounds maintenance including all duties associated with the development and delivery of these works to grounds and buildings and initiate and quote of new business.</li> <li>• Supervise usage of gardening tools and equipment required to perform routine maintenance to the grounds of properties (and maintain and service equipment and vehicles.)</li> </ul>	50%

	<ul style="list-style-type: none"> <li>• Complete regular maintenance schedule of machinery and vehicles and report issues in a timely manner.</li> <li>• Prepare and use fertiliser and pest, disease and weed control mixtures ensuring compliance with WHS.</li> </ul>	
<b>Australian Disability Enterprise</b>	<ul style="list-style-type: none"> <li>• Provide on-site supervision of Momentum Collective clients/employees in a manner that supports people with mental, intellectual and physical disabilities.</li> <li>• Maintain timely and accurately records of all client information/documentation in line with ADE contractual requirements, including but not limited to Employment plans, weekly progress notes and risk assessments.</li> </ul>	40%
<b>Projects</b>	<ul style="list-style-type: none"> <li>• Perform special projects as directed by the Community Support Manager</li> </ul>	10%
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Lead employees in the delivery of regular team meetings including toolbox, case review meetings.</li> <li>• Develop and sustain a results focused, positive team culture.</li> <li>• Actively manage and participate in employee performance and development reviews, initiating performance improvement processes as required.</li> <li>• Provide oversight of WHS and Safe work methods on a daily basis.</li> <li>• Report any industrial relations issues to Management.</li> <li>• Actively seek to promote employees abilities by recognising their inherent skills and supporting the development of them.</li> <li>• Facilitate, co-ordinate and participate in the mentoring and orientation of new employees.</li> <li>• Participate in recruitment and selection processes as required.</li> <li>• Facilitate and co-ordinate conflict resolution amongst employees.</li> <li>• Deliver and facilitate access to relevant training for employees.</li> <li>• Develop a team ethos, reflecting the values and strengths of the team and individuals with the specific view to enhancing service delivery.</li> <li>• Communicate proactively with fellow team members.</li> <li>• Focus on the continual improvement of the team as a whole.</li> <li>• Share ideas and information in a timely manner following processes.</li> </ul>	continual
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>• Understand the aims and objectives of Momentum Collective and the relevant work division/s.</li> <li>• Demonstrated commitment to working within the Momentum Collective Workplace Values.</li> <li>• Responsibility of this position ensures that the highest quality of respect to clients is maintained at all times (refer to Confidentiality and Code of Conduct Agreement).</li> <li>• Read and carry out actions from all relevant internal communications.</li> <li>• Attend relevant meetings and approved staff development activities as appropriate to this position.</li> </ul>	continual

	<ul style="list-style-type: none"> <li>Participate in an annual performance review and plan and seek formal supervision if required.</li> <li>Follow all reasonable direction from supervisors.</li> </ul>	
<b>Team collaboration</b>	<ul style="list-style-type: none"> <li>Assist in the development of risk and quality management policies and procedures, including the necessary documentation relevant to the service.</li> <li>Manage effective and professional boundaries and manage effective and professional relationships with all employees of Momentum Collective</li> <li>Proactively identify opportunities for continuous improvement.</li> <li>Perform as a role model for clients and staff in terms of attitude, behaviour and professional aptitude.</li> </ul>	continual
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Take reasonable care for your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.</li> <li>Comply with any reasonable instruction given by the person conducting a business or undertaking that allows that person to comply with the WHS Act 2011 and WHS Regulation 2011.</li> <li>Cooperate with any reasonable policy or procedure of the business or undertaking that relates to work health and safety that you have been notified of.</li> <li>Be thoroughly familiar with all procedures relating to health and safety that are provided and in place pertaining to your role.</li> <li>Participate in any information, instruction, supervision and/or training programs for WHS as directed within agreed timeframes.</li> <li>Ensure that all direct reports are provided with information, instruction and supervision that is necessary to protect persons from risks to their health and safety.</li> </ul>	continual
<b>Relationships</b>		
<b>Internal</b>		
<ul style="list-style-type: none"> <li>Momentum Collective employees across all divisions</li> </ul>		
<b>External</b>		
<ul style="list-style-type: none"> <li>Clients &amp; their families</li> <li>Advocates and members of the community</li> <li>Funding bodies</li> <li>Local, state and federal government representatives</li> <li>Other service providers</li> </ul>		
<b>Person specifications</b>		
	<b>Critical</b>	<b>Desirable</b>
<b>Qualifications and Credentials</b>	<ul style="list-style-type: none"> <li>Current First Aid and CPR.</li> <li>Current Driver's Licence.</li> <li>Qualifications or a statement of attainment for the operation of a chainsaw and/or safe handling and usage of chemicals.</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications in Horticulture, Landscape gardening or in a relevant field</li> <li>Current Working with Children Check (NSW)</li> <li>Blue Card – WWC (Qld)</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in small engine servicing and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Yellow Card – Disability (Qld)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in grounds maintenance and use of relevant equipment and materials.</li> <li>• Experience as a 'hands on' supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a supervisor of people with a mental illness/disability.</li> <li>• Experience in the provision of community services, within the Not For Profit Sector.</li> </ul>
<b>Specific skills</b>	<ul style="list-style-type: none"> <li>• Ability to coordinate the activities of a small team of ground maintenance workers.</li> <li>• Intermediate computer literacy skills including the Microsoft Office Suite.</li> <li>• Able to undertake a range of activities requiring the application of established work procedures.</li> <li>• Demonstrated ability to communicate with clients and their support networks, fellow team members, the community and other stakeholders.</li> <li>• Able to manage own time, plan and organise own work.</li> </ul>	

**Key performance indicators**

Performance will be reviewed based on expectations and specific indicators agreed upon with your Manager. These indicators will include matters critical to the success of Momentum Collective such as:

- Achievement of individual results
- Achievement of team results
- Completion of individual training and development
- Assessment of performance

**Acceptance of responsibilities**

I have read the requirements and responsibilities outlined in this position description, Momentum Collective's Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I accept my performance will be measured through the agreed objectives and key performance indicators set with my manager each year and reviewed in accordance with Momentum Collective's performance management policies, guidelines and processes.

I acknowledge that this appointment requires a satisfactory Police check on commencement and at any time during employment on request.

Employee .....



Signature .....

Date .....

**Important note:** *This position description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of Momentum Collective.*