



## POSITION DESCRIPTION

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**Job Title: TEAM LEADER (Hamilton)**

**Reports to: Regional Manager**

**Full time / Permanent**

**Summary Statement:**

The Team Leader is responsible for the safety, welfare and supervision of volunteers on practical conservation projects.

**Tasks & Duties:**

- Ensuring the general welfare and safety of volunteers, including strict adherence to approved work practices and domestic safety and personal conduct.
- Maintaining team morale & motivation.
- Responding within approved procedures in the case of an accident or emergency situation.
- Providing a mix of practical and conceptual on-site training.
- Making logistical arrangements for the efficient completion of project activities, principally practical conservation tasks (this may include project scheduling, catering and accommodation requirements, tool selection and site maps, details of job specification).
- Ensuring the care, maintenance and safe operation of vehicles, trailers, tools and equipment.
- Representing CVNZ in the general community and setting high standards of professional leadership and personal behaviour (CVNZ enforces a strict drug and alcohol-free policy).
- Reporting to the CVNZ Regional Manager, including completion of Project Leader Reports.
- Other duties, as directed by Regional Manager.

**Essential Qualifications & Attributes:**

- Full Drivers Licence
- Defensive Driving certificate.
- Current Senior First Aid certificate.
- Occupational Health and Safety certificate Level 3
- Ministry of Justice Check

If not already obtained, the above qualifications are required upon successful appointment of the Casual Team Leader. Assistance can be offered by CVNZ with some of these.

**Desired Qualifications & Attributes:**

- Demonstrated commitment to practical conservation and a record of achievement in this area.
- A sound knowledge of major threats to the health of New Zealand's natural environment and an understanding of current land and water rehabilitation techniques.

**Working Conditions:**

Team Leaders may be required to lead residential projects and will have a responsibility for volunteers overnight.

The Team Leader can reasonably expect to be required to complete tasks characterised by:

- Manual handling – lifting, pushing, pulling etc
- Use of hand and power tools.
- Use of chemicals.
- Walking to, from and on work sites over variable distances and terrains.
- Exposure to adverse weather conditions.
- Exposure to hazards of the natural environment, eg. Bites and stings.
- Drive a team vehicle for extended periods of time with a team of up to 10 passengers
- Working in locations that are remote from immediately available medical/paramedical services.

**Salary: \$40,196.00**

**Team Leaders' Overnight Allowance:**

Team Leaders who are required to be away from their normal place of residence with a volunteer team will be paid a duty of care/away from home allowance of \$25 per night.

<b>KEY SELECTION CRITERIA</b>
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- Demonstrated experience as an effective Team Leader.
- Well developed interpersonal communication skills and an ability to liaise with people from diverse backgrounds.
- Qualifications or broad experience in conservation and land management.
- Demonstrated capacity to engage team members in learning new skills and providing on-going coaching of team members.
- Demonstrated capacity to formulate written reports within specified time lines.
- Record of effective organisation and prioritisation of multiple demands to meet project objectives.
- Practical experiences in the management of and compliance with organisational OH& S processes and procedures.

Applications addressing the above Key Selection Criteria are to be received at [employment@cva.org.au](mailto:employment@cva.org.au) by Sunday January 17,2010