

POSITION DESCRIPTION

OPERATIONS MANAGER –TREE SCHEME

OVERVIEW

This role ensures effective delivery of growing materials and native plants to the flagship 'Tree Scheme', a program which matches volunteer growers and landholders across 42 geographical zones in SA. The role is based at the Westwood Nursery.

CLASSIFICATION LEVEL

Nursery Award 2010 – Level 5.

This position may be offered under an individual flexibility agreement at TFL Classification Level Sub-program Leader Level 1.

SPECIFIC FUNCTIONS

1. Oversee plant care, maintenance and storage allocation of Tree Scheme stock.
2. Procure supplies and materials: manage their statewide distribution.
3. Oversee depot operations at Westwood Nursery; liaise with multiple depot managers statewide.
4. Coordinate plant sales and promotions, including the Annual Plant Sale, and support other program events taking place at the Westwood Nursery.
5. Record keeping and data entry associated with all functions of the role i.e. stock sales, inventory, distribution and depot management.
6. Generate quotes and invoices, track income generated through the Annual Plant Sale and sale of surplus Tree Scheme stock.
7. Manage WHS hazards at all locations where Tree Scheme operations take place, including depots.
8. Deliver special projects for the Tree Scheme program as required.
9. Continuously monitor the efficiency of work methods and processes to identify opportunities for improvement and cost reduction.
10. Support delivery of other activities, training and events in the Tree Scheme and Nursery program.
11. Respond to enquiries; provide technical, specialised advice to clients, general public, staff and volunteers as required.
12. Support nursery team members with propagation duties and seed collection, within skills and competence, as required.

SPECIAL CONDITIONS

1. Employment offers will be conditional on passing a pre-employment medical examination.
2. Must hold a current C Class licence and have ability to drive a 1 tonne vehicle with trailer (essential).

GENERAL DUTIES

1. Comply with all Trees For Life policies and procedures.
2. Welcome visitors to Trees For Life locations and events.
3. Contribute to a safe, friendly and productive work environment.

REPORTING RESPONSIBILITIES

1. The position reports to the Manager, Revegetation Services.
2. No staff report to this position, however, it manages volunteers.

PERSON SPECIFICATION

OPERATIONS MANAGER – TREE SCHEME

SKILLS & ABILITIES

1. Excellent communication skills and commitment to quality customer service delivery.
2. Proven organisational skills and the ability to work under pressure to meet deadlines.
3. High level of initiative and efficiency and an ability to work with minimal guidance.
4. Ability to multi-task in a complex and diverse environment.
5. Ability to form strong relationships with internal and external stakeholders.
6. Ability to implement process and system improvements within the parameters of the role.
7. Skills and confidence working with Microsoft Office and custom databases.

KNOWLEDGE & EXPERIENCE

1. Experience in logistics and distribution of goods.
2. Experience working in a nursery or equivalent enterprise.
3. Experience in native plant propagation, care and revegetation practices.
4. Experience managing contractors and volunteers.
5. Experience monitoring processes, materials and the operating environment to manage quality outputs and identify where improvements can be made.
6. Knowledge of native plant selection and garden design principles.
7. Understanding of WHS legislative requirements and key WHS principles..
8. Experience providing support to, and management of, a volunteer workforce.
9. Relevant qualifications in horticulture or a related discipline (desirable).

PERSONAL ATTRIBUTES

1. Practical and organised.
2. Flexibility and a willingness to take on new challenges.
3. A positive attitude.
4. Physically fit to a level enabling safe completion of the duties.
5. Strong team player within a diverse environment.
6. Personal commitment to environmental protection.

Approved by: Natasha Davis CEO

Signed:

Date:

Accepted by:

Signed:

Date:
