

### MANAGER – TFL WORKS

#### **OVERVIEW**

The Manager, TFL Works leads a small professional and focused team that deliver fee-for-service bush regeneration and revegetation services to a range of government and non government clients.

The Manager, TFL Works is part of the TFL Management Team and contributes to strategic and business plan development and delivery.

#### **CLASSIFICATION LEVEL**

Program Manager Level 1 – Award Free.

#### **SPECIFIC FUNCTIONS**

1. Provide positive and effective leadership to the TFL Works team.
2. Develop and implement business plans and manage staffing requirements for the Works program, consistent with the TFL Strategic Plan and specific requirements of clients.
3. Prepare quotations, Responses to Tender and funding applications for projects; maintain Vendor Panel status.
4. Identify and develop potential business opportunities.
5. Develop and/or maintain effective partnerships with existing and potential clients and partners.
6. Manage delivery of contracted projects.
7. Ensure legislative compliance of contracted works.
8. Prepare, monitor and report on annual budget and cash flow for Works and associated projects.
9. Maintain all plant and equipment and ensure it meets WHS and operational requirements.
10. Demonstrate the on-ground impact of TFL Works activities through the use of fit-for-purpose monitoring and reporting.
11. Oversee the marketing and promotion of the TFL Works programs with assistance from communications staff.
12. Implement and monitor compliance with TFL WHS policy and procedure.
13. Participate in the Senior Management Team and provide leadership to the organisation.
14. Provide high level technical guidance to both TFL Works staff and across other TFL programs.

#### **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 the CEO.
2. The key staff reporting to this position are the OGW Coordinator and OGW Supervisors (Indirect reports – OGW Team Members).

### MANAGER – TFL WORKS

#### **SKILLS & ABILITIES**

1. Proven leadership and team management skills.
2. Demonstrated skills in maintaining fit-for-purpose machinery and equipment.
3. Strategic thinking ability and sound analytical skills.
4. Ability to develop & monitor strategic & organisational business plans.
5. High level skill in all aspects of contract management, people management & business planning.
6. High level interpersonal and written communication skills.
7. Proven ability to form strong relationships with internal and external stakeholders.
8. Proven organisational skills and the ability to work under pressure to meet deadlines
9. Ability to develop and monitor budgets at the macro (program) level.

#### **KNOWLEDGE & EXPERIENCE**

1. Advanced knowledge and experience in landscape restoration and revegetation.
2. Excellent knowledge of weeds and introduced species.
3. Excellent knowledge of indigenous species, with a particular focus on South Australian natives.
4. Knowledge of contemporary monitoring, evaluation, reporting and improvement frameworks.
5. Previous experience in project management and the development and monitoring of budgets.
6. Experience working in a commercial environment.
7. Experience in preparing responses to tender and/or other funding bids.
8. Awareness of WHS legislative requirements and key WHS principles: A strong understanding of WHS policies and practice.
9. Relevant tertiary qualifications in environment or related discipline; or equivalent industry experience.

#### **PERSONAL ATTRIBUTES**

1. Initiative and the ability to solve challenges with minimal guidance.
2. Flexibility and a willingness to take on new challenges.
3. Physically fit to a level enabling safe completion of the duties.
4. Commitment to excellent customer service.
5. Practical and organised.
6. A positive attitude.
7. Strong team player within a diverse environment.
8. Personal commitment to environmental protection.

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Approved by: Natasha Davis CEO

Signed:

Date:

Accepted by:

Signed:

Date: