

NURSERY OVERSEER JOB DESCRIPTION

HAWKE'S BAY REGIONAL COUNCIL



POSITION TITLE:	Nursery Overseer		
GROUP:	Works Group	SECTION:	
REPORTS TO:	Works Group Contracts Manager		
RESPONSIBLE FOR:	6 Casual Staff and Subcontractors		
FAMILY:	TC2	GRADE:	13
DATE REVIEWED:	August 2020		

HBRC STRATEGY

Our Vision:

We want a healthy environment, a vibrant community and a prosperous economy.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and certainty** ~ *Kia kounga, kia haumaru, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

POSITION SUMMARY

The role of the Nursery Overseer is to manage the operational activities of the HBRC Soil Conservation Nursery. The role is based at the Soil Conservation nursery, a horticultural enterprise owned by the Hawkes Bay Regional Council.

- To ensure the efficient delivery of the operational requirements of the Works Group, in close liaison with the Contracts Manager.
- To ensure work activities are planned and undertaken in a safe, cost effective, professional, and timely manner.

- To maintain a safety and quality driven working culture and to ensure that all staff operate within the procedures set out by the Council's Health and Safety Policy.
- To promote continuous improvement principles.
- To carry out administration duties such as processing of timesheets, DJR's, staff performance assessments and incident/accident reports. Complete monthly stocktake audits for finance.
- To manage the purchase of materials and services within delegated limits and to check and process invoices in a timely manner. Manage stock within the nursery.
- Available for flood response, Civil Defence emergencies and oil spills response.

JOB SPECIFIC ACCOUNTABILITES

Grow Quality 3m poles for the Catchment Management and Rivers Teams:

- Assess soil and environmental conditions; monitor and control diseases, pests and weeds, including applications of pesticides, herbicides and fertilisers.
- Make decisions on pole crop management, irrigation timing and depth and silviculture, including thinning and pruning operations and pole harvest.
- Preparation of planting areas and propagation materials, inclusive of contracted services when required.
- Provide input to nursery programme development.
- Undertake annual stocktake of pole production.
- Make purchases and maintain financial records as appropriate under the delegated authority for the role
- Coordinate the supply of all other project material requirements necessary for the completion of pole planting programmes
- Participate in nursery management meetings where required including recommendations for management changes or improvements to nursery operations

General nursey upkeep is maintained, and infrastructure is secure:

- Ensure all chemicals are handled and stored in accordance with documented standards and signage, and maintain an up-to-date chemical register
- Management of stool beds and rows, including weed and pest control operations, fertiliser applications, maintenance of ally ways, headlands and other grassed areas.
- Maintenance of tracks, fences and shelterbelts
- Competently operate machinery including: tractor and PTO operated implements (mower, air-blast sprayer and fertiliser spreader), travelling irrigator equipment, quad bike or LUV gun and hose and/or spray boom equipment.
- Regularly monitor facilities and equipment for disrepair or damage and ensure all necessary maintenance work is undertaken in a timely manner.

Manage the pole harvest, thinning, pruning and replanting contracts, contractors and any short term nursery staff or council employees:

- Supervise contract labour, ensuring quality of work and timeliness of operations
- Assign duties and expectations
- Mentoring and teaching effective techniques for planting, tending, silviculture and harvest
- Ensuring contractors and employees are performing tasks effectively, efficiently and safely
- Work with other Council staff regarding inventory and dispatch management
- Implement actions to increase the efficiency of the harvest
- Procure suitably trained labour to carry out the range of tasks required by the Nursery Operational Plan, including tender and hourly rate contracts

- Where necessary assume the duties of a working foreman

Ensures all operations in area of control are conducted in compliance with Works Group Safety Manual and associated Codes of Operation/Practise:

- Maintain regular dialogue with job managers as to progress with supply of project materials
- Notify job managers of any significant variations that will affect programme costing and budgets
- Attend team and group meetings as required
- Maintain effective communication with contractors, clients and staff
- Ensure a high standard of customer service is presented in dealings with clients and staff

Promotes continuous improvement and quality within the Works Group:

- Work to continuously improve Health and Safety tools and processes at the Soil Conservation Nursery
- Read and thoroughly understand Soil Conservation Nursery and Works group safety manual.
- Ensure plant is operated within its capabilities.
- Ensure strict compliance with all safety and statutory regulations.
- Ensure hazard identification is routinely undertaken by staff as part of undertaken job and contract works.
- Ensure accidents and near misses are reported in accordance with safety policy.
- Actively participate in the works group Tailgate Meetings and OSH Meetings.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Works Group Team members

External

- Consultants and contracts
- Government agencies and departments
- Landowners
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum academic qualifications required

- Relevant Bachelor's degree or equivalent tertiary qualification.
- Valid driver's licence required

- Grow Safe – Approved Handler

Working Knowledge

- Experience in nursery management, preferably in the field of poplars and willows.
- Good background knowledge in the fields of soil conservation and riparian planting.
- Good customer service and communication skills.
- Strong organisational skills, able to prioritise duties, and organise workloads
- Manage contract labour, including procurement and delegation.
- Current Class 1 Drivers Licence
- First Aid
- Tractor
- Quad bike
- Basic Chainsaw
- LUV

Advanced knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

Personal Attributes

- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Community, cultural and political awareness.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name