

Nursery Team Leader Position Description

POSITION DETAILS					
Position Title	Nursery Team Leader				
Department	Nursery				
Reports to	Nursery Supervisor / Crop Supervisor				
Location	Pakenham, VIC				
Incumbent	Vacant				
Prepared by	Sonia Murat, HR Manager	Signature		Date	
Approved by Manager	Marius Boarta, National Nursery Manager	Signature		Date	
Direct Reports (Titles)	None				
POSITION SUMMARY					
<p>This position is responsible for carrying out day-to-day tasks at nursery sites as directed by site nursery management with a primary focus on tractor, forklift and farm equipment operations including the use of farm implements and irrigation equipment. Other tasks include hands-on in-field manual activities including planting, harvesting and other duties, as well as overseeing small teams and working with contract seasonal labour.</p>					
KEY LIASONS					
Internal	<ul style="list-style-type: none"> ▪ Nursery Team 				
External	Suppliers & Contractors				
KEY RESULT AREAS AND PERFORMANCE TARGETS					
Key Result Areas	Objectives			Key Performance Indicator(s)	
Field Preparations	<ul style="list-style-type: none"> ▪ Carry out general duties at the nursery such as chemical spraying, fertigation, operating various machinery and implements (tractors, slashers, boom and multi row sprayers, cultivators, harvesters, forklifts, ATV's etc) ▪ General hands-on manual nursery tasks such as wire lifting, planting, foliage management, ▪ Assist with irrigation equipment for example moving hoses/ sprinklers, checking / maintaining sprinklers, valves and filters dripper repairs & maintenance ▪ Organise and supervise all labour related activities at designated working areas 			<ul style="list-style-type: none"> ▪ Achievement operation targets as set by Management. ▪ Accurate and daily reporting on actions performed. 	

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	<ul style="list-style-type: none"> ▪ Report underperformance and personnel issues (as they arise) to Nursery Management. 	
Training	<ul style="list-style-type: none"> ▪ Train and supervise labour hire workers and ensure correct procedures are applied in the planting, plant husbandry, trimming and other related activities ▪ Record training and document in training systems ▪ Ensure all crew members are training in work procedures including Safe Operating Procedures and completion of Competency Assessments 	<ul style="list-style-type: none"> ▪ Documented on-boarding and training of all field crew members. ▪ Achievement of productivity targets, including quality of plants.
Workplace Health & Safety	<ul style="list-style-type: none"> ▪ Ensure standard operating procedures for all preventative maintenance activities. ▪ Ensure all maintenance activities are performed in accordance with highest level of safety principles. ▪ Ensure all subcontractors are fully licensed and comply with safety regulations and company policies. ▪ Promote high standards of safety across all maintenance and project activities on site. ▪ Ensure adherence to company safety policies and procedures. 	<ul style="list-style-type: none"> ▪ Zero LTI achievement. ▪ Reduction of AIFR by 20% YOY for designated work group.

QUALITY & INNOVATION

- Ensure the standard operating procedures for critical process are developed and maintained.
- Ensure management information and accounting records are correctly maintained in accordance with Company procedural requirements.
- Contribute, share and communicate to foster team work.
- Generate creative solutions and attempt at different and novel ways to deal with problems and seek opportunities.

WH&S

All employees of Driscoll's Australia must be able to demonstrate the following work practices and commitment to WH&S systems and processes:

- Follow all Workplace Health and Safety policies and procedures at all times;
- Ensure that all staff under supervision abide by the Workplace Health and Safety policies and procedures at all times;
- Continuously aim at improving safety in all aspects of their work and to encourage staff under direction to do likewise;
- Work with a "safety mind" and will not carry out any activity unless confident that they have sufficient knowledge to do so safely. If the incumbent is in any doubt as to the safety of the activity and / or process he / she will stop and seek guidance from a qualified person.
- Report any safety hazards to the relevant supervisor / manager.

EMPLOYEE RIGHTS & RESPONSIBILITIES

The incumbent has an obligation to uphold the following principles:

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- Everyone at shall treat each other with mutual respect and trust;
- All employees should have the right to be treated fairly and with proper courtesy;
- All employees should feel confident that they are working in a workplace free of harassment;
- Abide by equal opportunity and anti-discrimination policies and principles.
- Take the time to listen to and respect the views of others.
- Encourage and support others in the workplace.
- Accept responsibility for my actions.
- Accept and provide constructive feedback.

COMPETENCIES

Job Family Specific	Rating
Certification & Licenses: First Aid & Chem Cert, forklift license is preferred but drivers license is essential.	Important
Flexibility: Ability to work weekends and public holidays when required.	Important
Working Rights: Full unrestricted Australian working rights.	Important
Communication: Ability to communicate effectively with small to medium teams and have well developed interpersonal skills.	Important
Leadership: Previous experience or capability in being able to supervise teams and lead others to achieve common goals and objectives.	Important
Industry Experience: Previous experience working with farm equipment and general far experience is essential. Ability to operate tractors, forklifts and other farm / nursery equipment.	Important