

Position Description

Nursery Production Supervisor

Directorate	Dalki Garringa Native Nursery
Reports to	Operations Manager – Dalki Garringa Native Nursery
Location	Dalki Garringa Native Nursery, Wail
Classification	Full-time (maximum-term contract)
Hours	38 hours a week (1.0 FTE)
Remuneration	\$70,000 – 75,000 per annum, dependent on experience, plus super & salary package options
Date position description approved	18.09.24

Organisation overview

The Barengi Gadjin Land Council Aboriginal Corporation (BGLC) represents Traditional Owners from the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk Nations (WJJWJ Peoples), who were recognised in a 2005 Native Title Consent Determination, the first in south-eastern Australia.

We are the Prescribed Body Corporate for the WJJWJ Peoples claim area, as outlined in the Commonwealth *Native Title Act 1993* (NTA 1993), giving us legal authority and obligations to work on behalf of the WJJWJ Traditional Owners.

BGLC is also a Registered Aboriginal Party, as appointed by the Victorian Aboriginal Heritage Council, under the Victorian *Aboriginal Heritage Act 2006* (AHA 2006).

In October 2022 BGLC, on behalf of the WJJWJ Peoples, entered into four Funding, Land and Natural Resource Agreements with the State of Victoria as part of an Expanded Settlement Package, recognising and giving effect to their Traditional Owner rights under the Victorian *Traditional Owner Settlement Act 2010* (TOSA 2010).

BGLC is therefore recognised both federally and by the State of Victoria as the only authorised body in the region with the legal and cultural authority to speak, and make decisions, on behalf of the WJJWJ Peoples to protect, manage and promote their cultural landscapes, values and heritage.

Caring for Country

We are part of our Country, and our Country is part of us. Bunjil the creator, made the land, waterholes, animals and plants and gave Wotjobaluk Peoples the responsibility to look after Country and culture and keep it healthy and strong. Country heals us to our dreaming stories, to our ancestors and spirits.

Position Summary

The Production Supervisor will be responsible for overseeing the logistics and operational objectives planning of the Dalki Garringa Native Nursery. Reporting to the Dalki Garringa Operations Manager, this role will devise production schedules in accordance with plans handed down from management, and maintain the stock of inputs to carry out these schedules including inventory cataloguing, pest control and other hygiene management duties, and supervision of and participation in baseline nursery tasks where appropriate.

Key Responsibilities

Staff and facilities management

- Direct operations of nursery staff as necessary including:
 - Setting operational objectives for supervisors
 - Coordinating shift rosters
- Oversee workplace health and safety at the nursery and other workplaces where nursery employees perform their duties.
- Assist in creating and carrying out maintenance plans to ensure equipment and facilities are ready for use.

Stock and sales

- Production planning to fulfil orders;
- Receipt and registry of wholesale orders, including correspondence with customers and suppliers;
- Contributing to the observance of quality assurance and best practice measures;
- Ordering and reconciliation of stock;
- Monitoring and maintaining stock levels, including projected stock requirements;
- Manage pests and diseases to mitigate damage or destruction of stock.

Stakeholder management

- Liaising with external partners and other arms of BGLC as necessary;
- Engaging in Professional Development including but not limited to:
 - Representing BGLC at conferences and functions
 - Undertaking training for the betterment of themselves and BGLC
- Engage with the WJJWJ Peoples Community to generate participation in the economic and horticultural activity at the nursery.

Hands-on leadership

- Perform baseline nursery tasks as appropriate, showing exemplary performance to encourage and inspire best practice;
- Provide a culturally safe and approachable working environment.

Key Selection Criteria

Experience & qualifications

- Qualifications in Horticulture
- Demonstrated experience in nursery production scheduling
- Supervisory experience in the nursery field

Attributes

- Honesty, respect and integrity when dealing with colleagues and partners;
- Good people skills and the ability to represent BGLC in a professional manner
- Intermediate level of computer literacy, including Microsoft Office;
- Ability to work collaboratively with other members of Nursery leadership to ensure objectives are met;
- Confidentiality and trustworthiness with sensitive information; and
- Knowledge and understanding of WJJWJ Peoples' ambitions as articulated in the *'Growing What is Good' Country Plan* (see Supporting Documentation)

Occupational health and safety responsibilities

- In the context of OHS policies, procedures, training, and instruction, as detailed in the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring they:
 - Follow reasonable instructions;
 - Cooperate with their employer and report safety breaches, participate in investigations, and implement corrective actions according to applicable procedures and policies; and
 - At all times, take reasonable care for their own safety and the safety of others in the workplace.

Conditions of Employment

- Must have a full Victorian Drivers Licence (or be willing to obtain immediately using Employment Assistance program); and
- Ability to obtain positive National Police and Working with Children checks.

Supporting Documentation

'Growing What is Good' Country Plan [Click here](#)

Wotjobaluk Nations Traditional Owners, Aboriginal and Torres Strait Islander and other First Nations peoples are encouraged to apply. For those seeking support with their application, please speak to Benjamin at BGLC HR (Human Resources).

Please address selection criteria & resume to:

**Benjamin Trimble
HR Officer
Barengi Gadjin Land Council
PO Box 1255
Horsham VIC 3400**

**email: recruitment@bglc.com.au
phone: 03 5381 0977**