

POSITION DESCRIPTION

POSITION TITLE & NUMBER:	Native Vegetation Assessment Officer (#481)
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	Band 6
FULL TIME STARTING SALARY:	\$88,418 plus superannuation
UNIT:	Parks and Open Space

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

THE UNIT

The Parks and Open Space unit manages a large portfolio of parks, gardens, reserves, sports fields and areas of open space with skilled and committed staff that are able to implement a range of specialised park, horticultural and environmental management techniques and practices. The unit is also responsible for the planning and design of the City's public spaces including parks, play spaces, recreation areas and streetscapes and oversees open space planning within new residential areas. For further information please visit our [Public Gardens Website](#) and [Urban Tree Management website](#)

POSITION OBJECTIVES

- Responsible for providing technical advice in relation to environmental management in-line with State Government's Statutory Planning Policy, and in keeping with the City's principles of, 'avoid, minimise and offset', for all relevant projects.
- Provide specialist technical advice for internal and external stakeholders that considers the region's unique flora communities and landscape and ecological amenity to achieve long term biodiversity protection and improvement gains.

KEY RESPONSIBILITIES AND DUTIES

- Work with a range of stakeholders to develop and refine project designs to ensure acceptable asset standards are achieved and undertake ecological assessments of native vegetation consistent with habitat hectare methodology at sites of proposed projects.
- Create and submit native vegetation assessment reports which address the required standards and processes to support City projects requiring planning approval.
- Assist internal stakeholders to comply with the Australian Standards for working around vegetation, and to comply with Planning permit conditions.
- Evaluate the native vegetation offset liability associated with proposed works for Council projects and when necessary include those evaluations in support of applications for planning permission.

Our Values & Behaviours



- Meet reporting obligations in relation to state and federal government legislation and policy, and other formal funding agreements with government.
- Source Native vegetation offsets for relevant City projects and maintain a register of offsets used to manage the City's internal native vegetation offset credits and offsets for council planning permitted works and road safety exemption works.
- Manage the scope and delivery of native vegetation offset site management requirements in keeping with formal Land Management Agreements.
- Develop and co-ordinate the annual Roadside Weed and pest Control Program including providing program updates, reports and GIS mapping. Support improved management of invasive plants on City owned or managed land through the development of, monitoring and reporting against City Invasive Plants and Animal Management Strategy and the annual Roadside Weed and Pests Program. (funding requirement of Victorian State Government).

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Habitat Hectare assessments Leadership, project management, budgets, attention to detail.
Personal attributes:	Communication, teamwork, time management

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Open Space Assets
Supervises:	Nil
Internal Liaisons:	Staff members, Managers and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.
- The Presentation and Assets Directorate operates under a standard based Integrated Management System (IMS) for Quality, OH&S and Environment. All Presentation and Assets Staff are required to comply with the requirements of the IMS.

QUALIFICATIONS

- Degree or Diploma qualification with some relevant experience or substantial relevant experience in Environmental studies, natural resource management or similar discipline.

KEY SELECTION CRITERIA

- Demonstrated knowledge and comprehension of flora, vegetation associations and ecological communities of the Goldfields and Victorian Riverina Bioregions.
- Demonstrated experience in environmental and Habitat Hectare assessments, including flora surveying and monitoring in accordance with State Policy and regulation – DECCA accreditation would be highly regarded.
- Demonstrated understanding of native vegetation management related policy and legislation, in particular, the application of the goals and principles of the State Planning Policy "Guidelines for the removal, destruction or lopping of native vegetation", and how it relates to the Victorian Planning Provisions.
- Proven project management, research and analytical skills with an ability to work within budgetary constraints.

- An effective team member with the ability to work cooperatively and positively in a sensitive and confidential environment.
- Skills in managing time, setting priorities, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible.
- Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence.
- Technical expertise in Geographical Information Systems (GIS) and proficient in the use of computer software including Microsoft Office suite.

BAND 6 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works unit's area of expertise and/or management.

JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

SPECIALIST SKILLS & KNOWLEDGE:

- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- An understanding of the long-term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Require a familiarity with relevant budgeting techniques.
- Proficient in the use of computer software including Microsoft office suite.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.