

Parramatta River Catchment Group – Riverkeeper

Division / Department	City Services and Assets / Parks & Recreation
Team	Open Space Planning
Classification/Grade/Band	9
Position Code	tbc
Date position description approved	May 2020

Hours: 4 days per week, 28 hours, for the period up to 30 June 2022.

Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community. The Parramatta River Catchment Group (PRCG) are currently hosted by the City of Canada Bay. The hosting period is for of three years, commencing July 2019, and the Riverkeeper position will be renewed subject to hosting arrangements and funding.

Primary purpose of the position

The PRCG Riverkeeper is responsible for establishing and supporting a network of community volunteers, ambassadors, affiliate organisations and projects to assist our mission to make the Parramatta River swimmable again. The Riverkeeper program focusses on building, supporting and connecting community and council activities across the catchment, and where land management responsibility is confusing or complex or is otherwise not supported by other local or state government initiatives.

The Riverkeeper program forms a key part of the *Our Living River* initiative and mission to make Parramatta River swimmable again by 2025 (see www.ourlivingriver.com.au for further information). The Riverkeeper program is already well established and is guided by the Riverkeeper Communication and Engagement Plan. The position works as part of the Parramatta River Catchment Group and is partially funded by a Local Land Service NSW grant. The Communication and Engagement Plan sets out the framework for establishing and implementing environmental education and biodiversity programs and activities across the Parramatta River catchment, which results in improved water quality and catchment health. The Riverkeeper program also aims to provide a high profile pilot demonstration to inform programs in other urban areas across Sydney and Australia.

The position is supervised by the PRCG Coordinator and works alongside the PRCG Communications Officer and Operational Support Officer to deliver the overarching PRCG Strategic Plan and Masterplan Steps 7 & 8.

The PRCG is a partnership of councils, government agencies and community groups who share the common purpose to make the Parramatta River a living river. It is supported by financial contributions from 13 member agencies, including Sydney Water, the Environment Protection Authority (EPA), and Department of Planning, Infrastructure and Environment (DPIE) and the councils of Blacktown, Burwood,

Canada Bay, Canterbury-Bankstown, Cumberland, Hunters Hill, Inner West, Parramatta, Ryde, and Strathfield.

The Riverkeeper participates actively in PRCG meetings and network activities, and is supported by a regional community of practice. Given the community focus of the position, there will be occasional evening and weekend work required. This includes quarterly PRCG meetings, which are held on Thursday evenings from 5:00pm-7pm at different Council locations across the Parramatta River catchment.

Outcomes

- Deliver programs and projects outlined in Steps 7 & 8 of the Parramatta River Masterplan and Strategic Plan annually.
- Build and maintain positive working relationships with member agencies, including council staff and the community to foster catchment and waterway health.
- Increase participation in PRCG Riverkeeper network, events and behaviour change programs.
- Develop and update PRCG Riverkeeper program information and achievements to maintain a high profile on all PRCG promotional platforms and networks.
- Represent and promote the Parramatta River as a world class river, and the PRCG's mission and purpose in all community and stakeholder interactions.

Key accountabilities

Technical/Operational

- Review, update and implement the Riverkeeper Communications and Engagement Plan to build and support a network of volunteers, ambassadors, affiliate organisations and champions to help make the Parramatta River swimmable again.
- Collaborate to deliver education and behaviour change programs to engender support, commitment and ownership from local communities in caring for their local waterways, for example Citizen Science programs.
- Develop partnerships and secure resourcing to support community and council activities across the catchment and help improve the financial sustainability and long-term viability of priority Riverkeeper projects.
- Lead the planning, coordination and delivery of the Riverfest program, the PRCG's premier community event of the year, which is held over 2 weeks in October.
- Develop and promote at least 4 case studies per year, profiling key Riverkeeper program achievements for Local Land Services grant conditions.
- Coordinate PRCG subcommittees to develop and implement cross-agency education and engagement campaigns and support links to existing programs that align projects with local, regional and state strategies and recommendations in the Parramatta River Masterplan Steps 7 & 8.
- Formally report on the achievements of the Riverkeeper program to the PRCG Full Group (quarterly) and Local Land Services NSW (6 monthly), and take strategic direction and guidance from these groups.
- Develop a Monitoring, Evaluation, Reporting and Improvement Plan and support community organisations to monitor, evaluate and report on their projects and activities to ensure continuous improvement and ongoing sustainability of the program.

Financial

- Manage budgets of the programs, projects and grants efficiently and effectively.
- Manage the engagement and payment of external suppliers and contractors as necessary to deliver Riverkeeper outcomes, in consultation with the PRCG Coordinator.

Communication, Consultation & Engagement

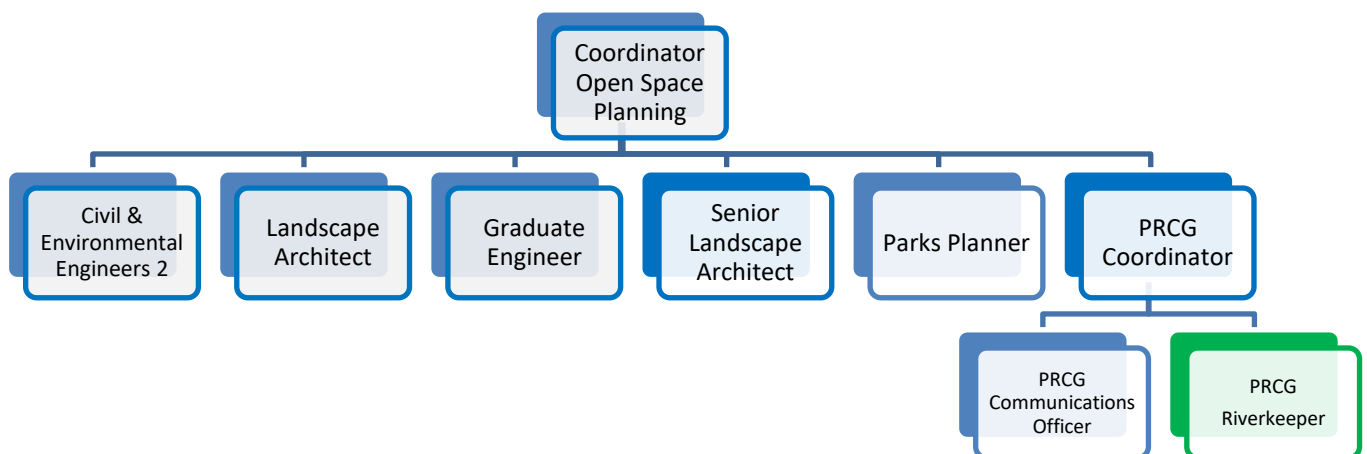
- Initiate communication, consultation and liaison with colleagues, residents, other Government agencies and external organisations as necessary for the position.
- Use innovative, cost effective and high impact methods to engender the involvement of a diverse range of groups and people within the Parramatta River catchment in the Riverkeeper program and mission to make the river swimmable again.
- In collaboration with the PRCG team, develop and manage Riverkeeper & Riverkeeper Network website content, database and promote the achievements of the Program to PRCG members and the community via established PRCG communications channels, including social media, e-newsletters, publications and the Our Living River website and Facebook platforms.

General

- Perform other duties as required and directed by the PRCG Full Group and Executive Committee.
- Maintain records, filing and reporting systems, including shared PRCG databases with other staff.
- Comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.
- Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below.
- Carry out additional tasks within your skills set and related to strategic planning as assigned by your Manager.

Position/Department Structure

This position reports to the PRCG Coordinator



Essential Knowledge, Skills and Experience (Essential Criteria)

- Tertiary qualification in Natural Resource Management, Environmental Science or another appropriate qualification.
- Class 'C' Driver's Licence.
- A minimum of 5 years demonstrated experience in working in natural resource management, community engagement and behaviour change programs or related roles.
- Sound understanding of natural resource management issues in the region and empathy with the local community.
- Demonstrated well-developed written and oral communication skills, including competence in the use of Word, Excel, email and website CMS, social media, and marketing database such as Mailchimp.
- Demonstrated ability to work with and develop community groups, including group facilitation, action planning, mediation skills and experience in organising major events.
- Proven expertise in project planning, management, record keeping and report and grant writing.
- Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network.
- Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups.
- Ability and willingness to work outside office hours to contact the public and attend community meetings and events

Desirable Knowledge, Skills and Experience (Desirable Criteria)

- Demonstrated experience in working with local and/or state government.

Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: _____ Date: _____
Appointed employee

Signed: _____ Date: _____
Director

Signed: _____ Date: _____
General Manager

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- 1.2.1. Providing advice to the Manager on WHS issues.
- 1.2.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.2.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.2.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.2.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.2.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.2.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.

- 1.2.8. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- 1.2.9. Including safety training and equipment in budgets.
- 1.2.10. Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- 1.2.11. Ensuring all workers have attended relevant induction and essential safety courses.
- 1.2.12. Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- 1.2.13. Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- 1.2.14. Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- 1.2.15. Maintaining awareness of legislation which regulates activities you are responsible for.
- 1.2.16. Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- 1.2.17. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- 1.2.18. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- 1.2.19. Ensuring workers are supervised by a competent person.
- 1.2.20. Ensuring amenities are maintained in a safe and healthy condition at all times.

1.3. Manager

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- 1.3.1. Advising the Executive of WHS issues.
- 1.3.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.3.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.3.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.3.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.3.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.3.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.3.8. Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- 1.3.9. The inclusion of health and safety requirements, including safety training and equipment in budgets.
- 1.3.10. Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- 1.3.11. Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- 1.3.12. Performing on the job inspections to ensure compliance with working procedures for safe working practices.

- 1.3.13. Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- 1.3.14. Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- 1.3.15. Effective procedures are in place, and are implemented, to identify hazards.
- 1.3.16. All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBUs undertaking the work activity.
- 1.3.17. Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- 1.3.18. Appropriate amenities are available for all workers and PCBUs whilst they are in the workplace.
- 1.3.19. That documents used in relation to the WHS Risk Management System are retained in a secure environment.

2. Workplace Behaviour Standards and Expectations

2.1. Employees' Responsibilities

- 2.1.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- 2.1.2. Embracing diversity and supporting inclusive workplaces
- 2.1.3. Recognising different styles and perspectives
- 2.1.4. Contributing to open communication and information sharing
- 2.1.5. Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

2.2. Managers' Responsibilities

- 2.2.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- 2.2.2. Not diminishing or seeking to excuse reported instances of harassment or bullying
- 2.2.3. Providing constructive, regular, reasonable performance guidance
- 2.2.4. Embracing diversity and supporting an inclusive workplace
- 2.2.5. Recognising and appreciating different working styles and perspectives
- 2.2.6. Allocating duties fairly, setting clear expectations and realistic deadlines
- 2.2.7. Monitoring potential for and acting promptly on, bullying or harassing behavior

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations for Technical Services & Operations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

8.2. Fun

We choose to create a great place to work.

8.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

8.4. Teamwork

We treat each other the way we would like to be treated.

8.5. Respect

We work together collaboratively, and in support of each other.

9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: _____
Appointed employee

Date: _____

Initialled: _____
Director

Date: _____