

Role Description

Environmental Volunteer Officer



Title	Environmental Volunteer Officer
Classification/Grade/Band	Band 2 Level 2
Group/Unit/Section	Environment and Planning / Environmental Management Natural Assets and Biodiversity
Reports to	Team Leader Landcare

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of the Environmental Volunteer Officer is responsible for providing effective technical, administrative and project support to endorsed volunteer groups within Central Coast Councils Environmental Volunteer Program to ensure quality natural areas, environmental, and community outcomes.

The position of Environmental Volunteer Officer is required to provide quality customer service and create value for the community.



Key Duties and Responsibilities

- Develop and deliver Council's Environmental Volunteer Program to facilitate community participation in natural area restoration;
- Effectively communicate with volunteers and other stakeholders within Council's Environmental Volunteer Program which includes groups carrying out environmental restoration and amenity management;
- Prepare plans and provide technical advice and undertake associated field work to achieve best practice natural area restoration, quality public area maintenance and meet corporate and legislative requirements for Council's Environmental Volunteer Program;
- Manage resources for the Environmental Volunteer Program including projects, grants and associated budgets, staff supervision and contracted works;
- Develop and deliver education, training, events and promotions to increase skills and knowledge for volunteers and other stakeholders through Council's Environmental Volunteer Program;
- Provide sound administration support to the Environmental Volunteer Program through the development and maintenance of Environmental Volunteer Program and Council record keeping systems;
- Contribute to the development and improvement of policies, procedures and WH&S and risk management initiatives and practices for the Unit;
- Contribute to the Unit's operational objectives and work plans to ensure outcomes;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training, experience and availability of resources.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;



- Decisions affect the work and activities of others within the work group or team;
- The work of the Environmental Volunteer Officer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Environmental Volunteer Officer complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Develop and maintain strong working relationships with both internal and external customers
- Be responsive to the input of others and works to understand their perspectives.
- Medically and physically fit in order to carry out the duties associated with this position

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;



- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances;

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.



QUALIFICATIONS

Essential

- Diploma in Conservation and Land Management or relevant field OR demonstrated experience in a natural area restoration role combined with ongoing professional development;
- Current Class C Drivers Licence;
- AQF 3 in Chemical Use (Smart Train or ChemCert);
- Construction General Induction Card

Desirable

- Degree in Natural Resource Management, Environmental Science or related field;
- Current First Aid Certificate;
- AQF 4 in Chemical Use;
- Certificate 4 in Training and Assessment

EXPERIENCE

Essential

- Highly developed interpersonal and leadership skills including demonstrated aptitude for community engagement
- Demonstrated experience in the application of native plant and weed identification and management, natural area restoration techniques, preparation and delivery of site management plans.
- Demonstrated application of Workplace Health and Safety systems including risk assessment, induction and training



- Demonstrated experience managing projects, including budgets and the ability to manage multiple projects with autonomy;
- Ability to demonstrate proficiency in the use of computers and software applications
- Flexibility to undertake regular rostered weekend and out of hours work.

Desirable

- Experience in a similar role including in working with community groups and volunteers, training delivery and field days.
- Experience in preparation of grant applications
- Skills in fauna identification and management, flora and fauna monitoring and mapping
- Understanding and ability to prepare environmental assessments which comply with environmental legislation and Council policy
- Demonstrated experience in the management of public areas, such as parks and roadsides, which may include mowing grass, maintaining garden beds, pruning of vegetation, raking of leaves and twigs and general tidying activities with hand tools, power tools and small plant.
- Understanding of the safe use and maintenance requirements of hand tools, power tools and small plant.

Key Relationships

Internal	External
Section Managers/Team Leaders	Environmental Volunteer Program groups and volunteers
Other Council employees (not including direct reports)	Paid Environmental Volunteer supervisors
Communications team	Landcare newsletter network
Asset Owners and maintenance teams	State and Federal Government Agencies
	Program delivery agencies (eg: Green Army providers, Landcare Australia Limited)
	Corporate Sponsors and Volunteers



	Non-government agencies and community organisations
	Local Aboriginal custodians
	Consultants, solicitors and other professionals
	Members of the Public/residents/ratepayers

