

POSITION DESCRIPTION

PROGRAM OFFICER - FIRE AND BIODIVERSITY

POSITION DETAILS

POSITION No:	5105	UNIT:	Bushland
EMPLOYMENT STATUS:	Full Time	LOCATION:	Council Centre
DIVISION:	City Amenity	CLASSIFICATION:	MO Level 3

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

DIVISION OBJECTIVE

The City Amenity Division incorporates the following Units: Parks and Recreation, Bushland, Roads and Environmental Engineering (Stormwater), Civil Works, Cleansing and Solid Waste, Projects and Support Services, including Emergency Management.

The principal purpose of the Division is to provide a high standard of excellence in respect of these programs in the City's approach to customers and in the management of community assets and the provision of services.

POSITION OBJECTIVE

Provide technical, project and contract management support to the planning and implementation of the City of Hobart bushfire and biodiversity program, and bushland incident preparedness and response.

KEY FUNCTIONS AND RESPONSIBILITIES

- Undertake research, field data collection and liaise with stakeholders to develop policy, plans and service standards for the City's fire and biodiversity programs.
- Project manage the scoping and preparation of technical specifications, obtaining environmental/planning approvals, stakeholder consultation, and implementation of, and regular performance reporting on, fire and biodiversity program projects.
- Prepare contract documentation, coordinate procurement, and perform the role of Principal's Representative/Contract Superintendant for fire and biodiversity program projects.
- Support and assist planning, documenting and coordination of implementation of fire and biodiversity program projects, including bushfire hazard reduction burning, weed and pest animal control programs and vegetation management and monitoring programs.



City of **HOBART**

- Assist in conducting hazard reduction burning and wildfire suppression operations and in responding to bushland emergency incidents as required, including periodically working extended shifts. Prepare and manage budgets.
- Maintain business management, reporting and administrative systems.

Work Health and Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

This role reports to the Program Leader Fire and Biodiversity and will liaise primarily with staff within the Parks and City Amenity Division.

2. EXTERNAL

This role will be required to liaise with relevant external agencies, including Tasmania Fire Service and Department of Primary Industries, Parks, Water and Environment in particular, contractors, and the community.

SELECTION CRITERIA

1. Degree in Natural Resources, Environmental Science, Ecology or other discipline relevant to natural area management.
2. Extensive knowledge and significant experience in natural area management and project and contract management, including preparation of technical specifications and contract documents, and undertaking procurement and managing contract implementation.
3. Demonstrated ability to undertake research, conduct field data collection, and consult and negotiate with stakeholders related to scoping, planning and implementation of projects.
4. Highly developed written and verbal communication and problem solving skills, including a proven ability to engage, negotiate and resolve issues and conflicts.
5. Experience in preparing and managing budgets.
6. Willingness to periodically work extended shifts associated with incident response situations.
7. Current Drivers Licence and Police Check.