

Program Officer Bushcare

Role purpose

Develop, co-ordinate and implement the City of Hobart Bushcare Program and complimentary initiatives aimed at promoting the use, stewardship and enjoyment of Hobart's bushland

Role overview

EA and Classification	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 3
Position Description Number	5005
Number of direct reports	2
Responsible for total staff	0
Delegations and Authority	Nil
Budget level	Nil
Division, Unit, Team	City Life, Bushland Biodiversity and Waterways, Fire and Biodiversity
Immediate Manager	Program Leader Fire and Biodiversity



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Role accountabilities Key result areas

Unit

- Coordinate the Council's Bushcare Program to encourage and support community participation in the management of bushland areas
- Supervise Bushcare program staff, volunteers and contractors including ensuring compliance with the Council's Volunteer Management System
- Promote greater community participation in the Bushcare Program through a well targeted range of marketing / communication platforms (i.e. social media, media publicity, events)
- Coordinate the Bushland Unit's volunteer activity planning by liaising with all unit functions to deliver a whole of unit service (i.e. education initiatives and on ground works which address priority natural area management issues)
- Work with external organisations and other land managers on adjoining lands for the provision of co-ordinated natural area management outcomes
- Coordinate the development and implementation of volunteer policies, procedures, data base, audit processes and key performance indicators for the Bushcare Program including implementation of the Bushcare Program Policy and Volunteer Management System
- Maintain oversight of the Bushcare program budget including sourcing incentive funds from external funding sources to support Bushcare activities (and manage financial aspects of any external incentive funds provided to Bushcare groups)
- Other tasks and duties that are within the scope of the employee's knowledge, skill, competence and training.

Qualifications, licences and competencies

Essential

- Degree in Community Engagement, Environmental Science or equivalent coupled with significant experience delivering volunteer community participation programs within natural areas.
- Provide First Aid (HLTAID001)
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.

Selection criteria

Knowledge and experience

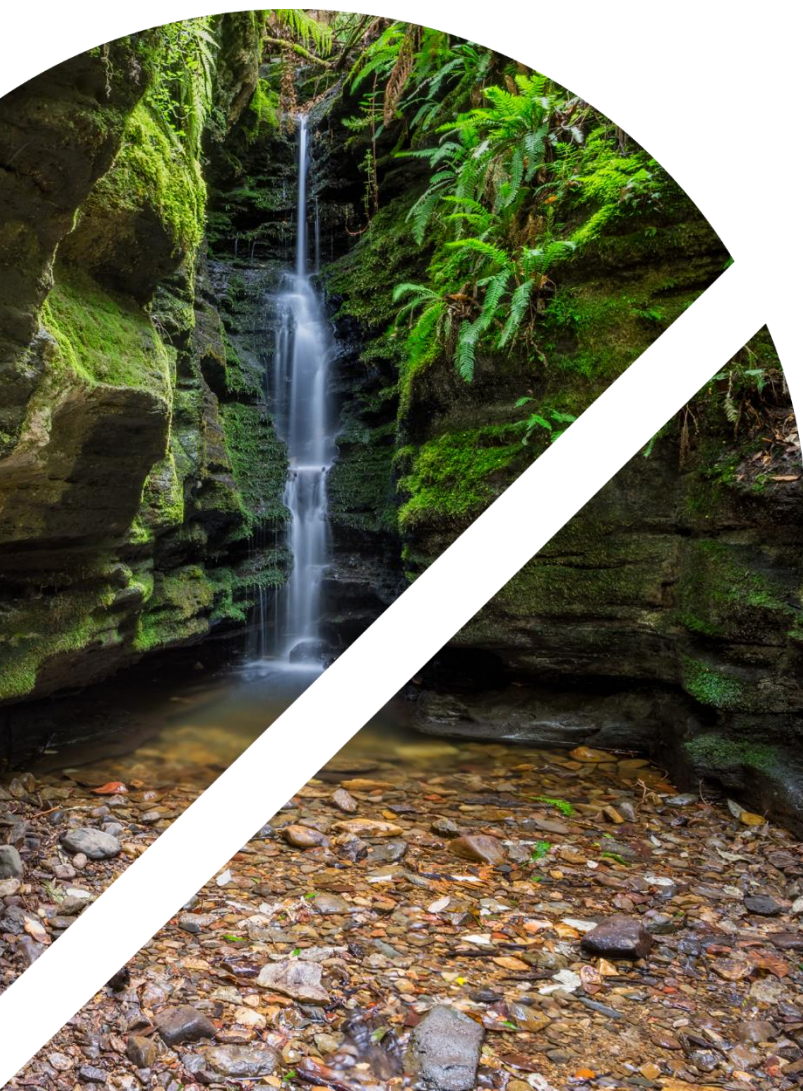
1. Demonstrated experience in program coordination roles (preferably with volunteers coupled with experience in natural area management and bush regeneration techniques).
2. Experience in preparing and managing budgets.

Skills and competencies

3. Ability to effectively supervise a team to achieve the specific aims of the program.
4. Highly developed written and verbal communication and problem solving skills, including proven ability to engage, negotiate and resolve issues and conflicts

Behavioural competencies

5. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.

Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

Judgement

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Medium Risk
3. Evidence of vaccination against COVID-19 or hold an approved exemption from the City

Notes

6. Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
7. The employee is responsible for notifying any new criminal convictions during the course of their employment.
8. The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014.

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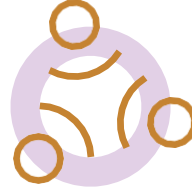
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



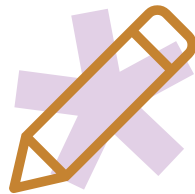
Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



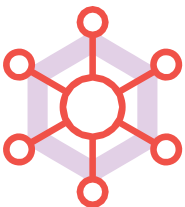
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.



City of **HOBART**