

# Program Officer Fire and Biodiversity

## Role purpose

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.

## Role overview

<b>EA and Classification</b>	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 3
<b>Position Description Number</b>	5105
<b>Number of direct reports</b>	0
<b>Responsible for total staff</b>	0
<b>Delegations and Authority</b>	Nil
<b>Budget level</b>	Nil
<b>Division, Unit, Team</b>	City Life Division, Bushland, Biodiversity and Waterways Unit
<b>Immediate Manager</b>	Program Leader Fire and Biodiversity (4032.01)

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## Role accountabilities Key result areas

### Strategic

- Nil

### Corporate

- Nil

### Unit

- Undertake research, collect field data and liaise with stakeholders to support development of policy, plans and services 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 Superintendent for fire and biodiversity program projects.
- Support and assist planning, documenting and coordination the implementation of fire and biodiversity program projects, including bushfire hazard reduction burning, weed and pest animal control programs and vegetation management and monitoring programs.
- 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

## Program Officer Fire and Biodiversity

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### Leadership

- Nil

### Professional advice

- Nil

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY



## **Qualifications, licences and competencies**

### **Essential**

- Degree in Natural Resources, Environmental Science, Ecology or other discipline relevant to natural area management.
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.
- Capacity to periodically work extended shifts associated with incident response situations.

### **Desirable**

- Nil.

## **Selection criteria**

### **Knowledge and experience**

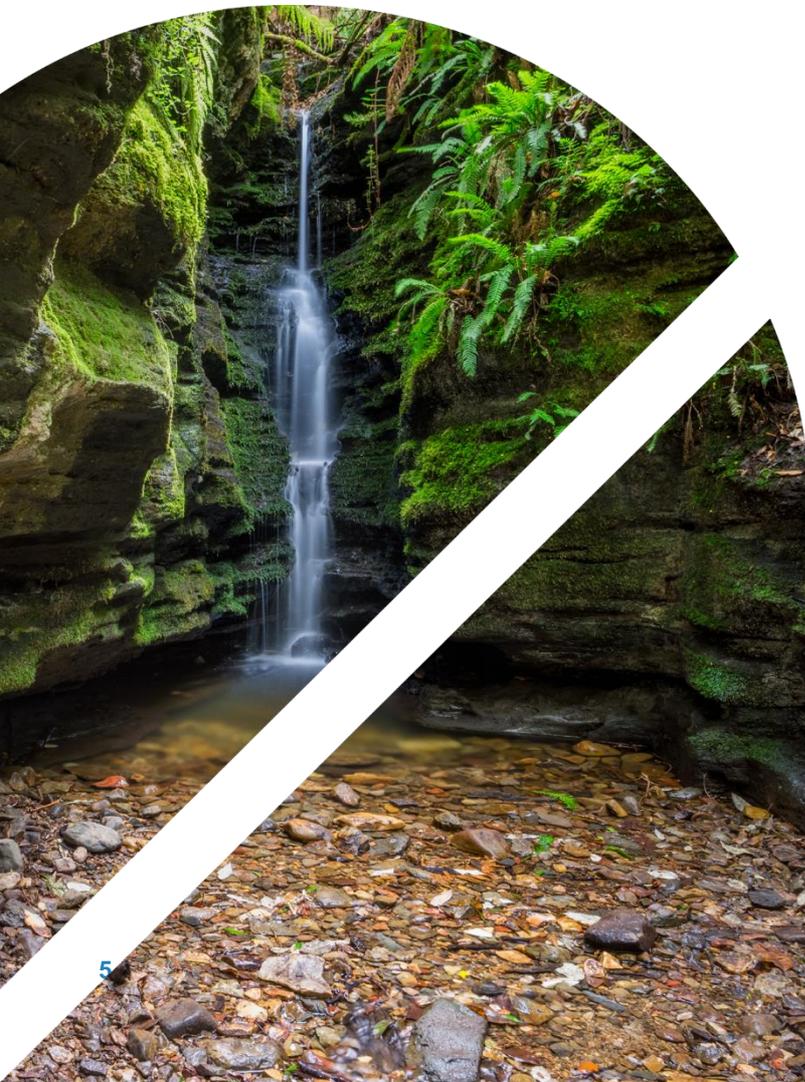
1. Extensive knowledge and significant experience in natural area management and project and contract management, including preparation of technical specifications and contract documents, and undertaking procurement and managing contract implementation.

## Skills and competencies

2. Demonstrated ability to undertake research, conduct field data collection and consult and negotiate with stakeholders.
3. Well developed project management skills.
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.

## Behavioural competencies

- 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.

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# 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 – Low Risk
3. Evidence of vaccination against COVID-19 or hold an approved exemption from the City

## Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- 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.



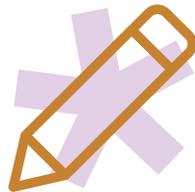
## Community-centered

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.



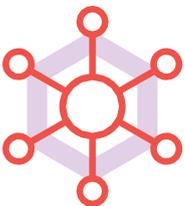
## Creative + impactful

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.

