

POSITION DETAILS

Position Title:	Bushcare Supervisor	Position Grade:	6
Service Unit/Group:	Environment, Health & Building / City Planning & Environment	Position Status / Hours per Week:	Permanent Part Time (20 hours per month)

PRIMARY PURPOSE OF THE POSITION

- To effectively supervise Bushcare volunteer groups, mainly on weekends, providing direction and guidance for on ground works and planning future works
- Ensure smooth running of the Bushcare program by managing conflict and volunteers effectively
- Provide detailed records and undertake administrative tasks relative to supervising volunteers, including reporting for safety and onsite activities and effective communication to the reporting Supervisor
- Undertake bush regeneration activities associated with the Bushcare program including chemical spot spraying treatments, minor erosion control works, log edging, assistance with planting activities as required
- To supervise community groups and/or corporate groups as needed
- Deliver works consistent with delivering best practise bush regeneration outcomes
- Ensure the Bushcare program is delivered maintaining a high level safety standard for WHS and in adhering to Council's Bushcare Policies and Procedures during all Bushcare activities
- To prepare and undertake to deliver outcomes for site management strategies and the council Planting Guide
- Other tasks as required to fulfil duties associated with Bushcare and natural area restoration

SELECTION CRITERIA

Education / Qualifications

- Certificate III or higher in Conservation and Land Management or equivalent
- Current NSW Drivers Licence
- Current First Aid Certificate
- Chemical Application AQF 3
- WHS White Card
- Current Working with Children Check

Experience/Specific skills

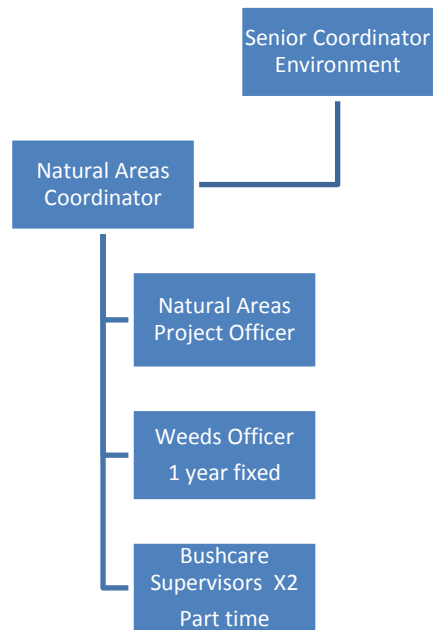
- Experience in Bushcare or similar industry
- Experience in record keeping, preparing reports and written management plans for natural area restoration and management
- Experience supervising Bushcare volunteers and groups
- Excellent written and verbal communications skills

Personal Attributes

- Demonstrated ability to work unsupervised
- Demonstrated ability to work co-operatively in a team environment
- Demonstrated ability to adapt and show initiative in a workplace environment of ongoing change
- Demonstrated commitment to WHS and EEO practices and principles

Desirable Qualifications, Experience and/or Skills

- Understanding of and commitment to environmental issues relating to the conservation of natural areas



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Strategy and Planning Directorate and the whole organisation

- Natural bushland development and management
- Natural bushland delivery management
- Environmental weeds management

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Department and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	