

POSITION DETAILS

| | | | |
|-------------------------------------|---|--|--|
| Position Title: | Biosecurity and Natural Area Monitoring Officer | Position Grade: | 7 |
| Department/ Directorate: | City Planning and Environment/ Environment | Position Status / Hours per Week: | Full Time fixed term until 30 June 2021 |

PRIMARY PURPOSE OF THE POSITION

The City of Ryde are seeking to employ a full-time Weeds Officer fixed term up until 30 June 2021 to:

- Investigate and enforce the requirements of the Biosecurity Act 2015, regulations and other delegated legislation and applicable local policies within the LGA.
- Investigate and respond to customer requests in relation to weeds and overgrown land.
- Issue notices under the appropriate legislation and represent Council in Court as required.
- Undertake inspections for weeds on private and public land, high risk sites and pathways, nurseries, florists etc. and undertake monitoring of on-line market places
- To direct and at times, undertake weed removal and/or spraying operations on public land
- To provide advice on weeds to stakeholders and community and provide technical assistance as required. This could include presence, education and weed awareness promotion at Council events
- To maintain Council's reporting and mapping of environmental weeds Input using the Sydney WeedAPP
- Maintain accurate Council records and diaries of activities, investigations and actions undertaken as required by the Local Land Services grant and legislation
- To assist the Natural Areas Coordinator with meeting budgets, delivery of agreed work plans, and the Senior Coordinator Environmental Health for ensuring legislative compliance and delivery of policy, protocols and regulations.
- Assist in the customer service response delivery and community liaison on behalf of Natural Areas and Environment Department within corporate service delivery timeframes
- Undertake general other duties as required.

** Extension of the role possible from 1 July 2021 pending outcome of grant application

SELECTION CRITERIA

Education / Qualifications

- Minimum Certificate III in Bush Regeneration, Conservation and Land Management or a related discipline or equivalent relevant experience
- Chemical Safety and Application (Level 3)

Essential

- Class C (Standard) Drivers Licence
- Understanding of the Greater Sydney Regional Strategic Weed Management Plan and its application
- Demonstrated knowledge of chemical use and procedures including practical weed control and use of herbicides in accordance with the Pesticides Act (1999).

Desirable

- Previous Local Government experience in a regulatory role
- Demonstrated computer literacy and experience using the Sydney Weeds App
- General Construction Induction Card (white card)
- Ability to work occasionally on weekends if required
- Experience in issuing Local Government Notices, Orders and Penalty Infringement Notices

Experience/Specific skills

- Demonstrated experience in invasive weed inspections, plant and weeds identification and providing recommendations for best practice control methods on private properties and targeted incursion pathways.
- Well-developed written and verbal communication skills and sound administrative and record keeping skills

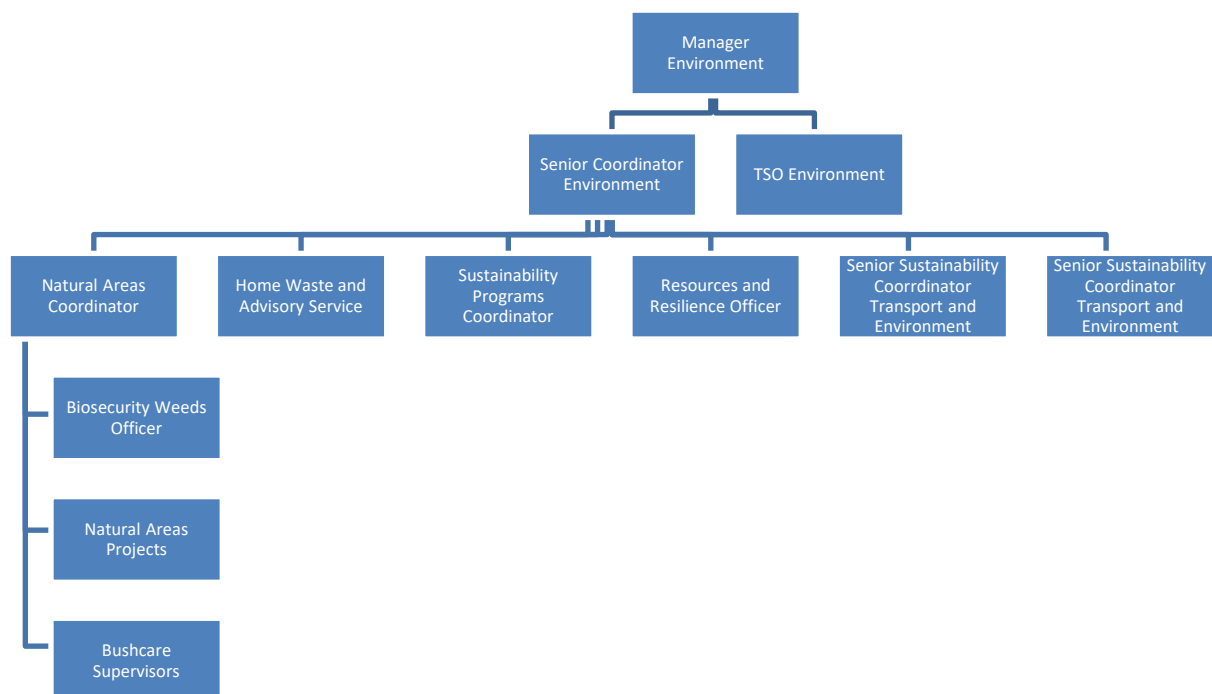
Personal Attributes

- High level of interpersonal and communication skills with demonstrated commitment to providing high quality customer services and ability to communicate and consult effectively with stakeholders of all levels.
- Demonstrated conflict resolution and negotiation skills.
- Ability to work autonomously and with minimal supervision.
- Demonstrates a proactive approach to workplace health and safety requirements

Useful Experience and/or Skills

- Bi-lingual language skills – Korean/ Chinese/ Armenian

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The Environment Department is responsible for the promotion of ecological sustainable development within the City of Ryde and to set Council's strategic direction towards reducing Council's and community's ecological footprint in ways that contribute to the liveability of the community, conservation and enhancement of biodiversity in our natural areas and by promoting organisation and community resilience to the impacts of climate change.

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Environment Department of the organisation.

- Natural Waterways Quality Monitoring Service
- Environmental Reporting Service
- Community Environmental Education Service
- Corporate Environmental Sustainable Development and Management
- Sustainable Transport Development
- Mosquito Population Management
- Natural bushland development and management
- Bushcare Volunteer management and development
- Feral Pest Management Service
- Public Weeds Management
- Regulate private environmental weeds service

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 WHS 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 |
| 16 | To deliver all project deliverables through PMC methodology |
| 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 Unit 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.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

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.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 4.8 of the Model Code of Conduct for Local Councils in NSW. As a result, in accordance with Section 421 of the Model Code, 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: | |