

## Position Description

### Natural Resource Management and Projects Coordinator

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** October 2017

#### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

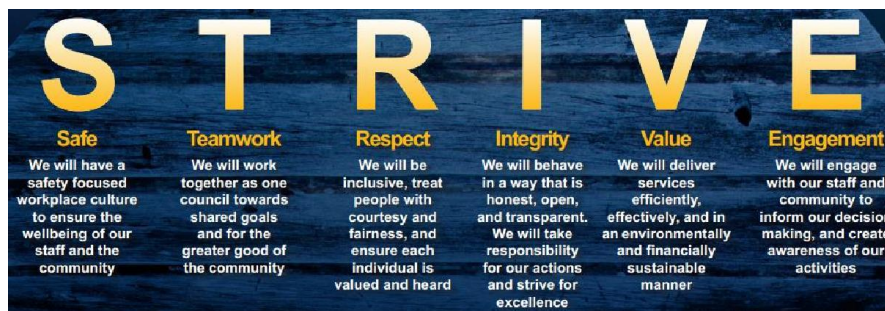
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|--|----------------------------|
| Assessed entry level of position within salary system:       | Band 3 Level 3             |
| Position limit within salary system:<br>(20 Grade structure) | Grade 14 – Entry to Step 4 |
| Status of position:  | Permanent                  |
| Hours of work per fortnight:                                 | 70                         |

#### Organisational relationships

|                                   |   |
|-----------------------------------|---|
| Directorate:                      | Works and Civil   |
| Section/Unit:                     | Open Spaces and Facilities  |
| Team:                             | N/A   |
| Work base:                        | Grafton   |
| Position responsible to:          | Manager Open Spaces & Facilities  |
| Level of support and supervision: | Low   |
| Level of personal management      | High  |
| Level of teamwork required:       | High  |
| Supervision of staff:             | Responsible for Natural Resource Management team  |
| Internal contacts:                | All staff within Council  |
| External contacts:                | The general public, government agencies, private organisations, consultants and developers. |

## Vision, mission and values

|                     |   |
|---------------------|---|
| <b>Our vision:</b>  | To make the Clarence Valley a community full of opportunity   |
| <b>Our mission:</b> | To plan and deliver services valued by the community  |
| <b>Our values:</b>  | the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community |



## Physical requirements of the position

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| Walking on uneven ground and up and down slopes |
| Frequent use of computer keyboard               |
| Frequent driving                                |
| Prolonged periods of sitting                    |

## Purpose of the position

To coordinate and deliver the services and functions of the Natural Resource Management team relating to vegetation and weed management; bush regeneration; biodiversity; sustainable land management; environmental rehabilitation activities; coast and estuary projects and bushfire management.

To deliver environment and related open space projects on time and within budget.

To provide a coordinating link between the Natural Resource Management team and the Manager Open Spaces and Facilities.

## Major duties and responsibilities

Coordinate the Natural Resource Management team within the budgetary framework set by Council and consistent with the objectives of Council's Delivery and Operational Plans.

Formulate, develop and implement procedures and policies to improve the delivery of natural resource management outcomes.

### Major duties and responsibilities

Provide efficient and effective implementation and delivery of natural resource management functions that meet all statutory legislative obligations.

Deliver Council's annual natural resource management and related open space capital and project works program and projects in a timely manner in accordance with the budget and report monthly on outcomes.

Develop and deliver strategic and operational plans to enable Council to meet its commitments and responsibilities relating to vegetation and weed management, biodiversity, sustainable land management, coast and estuary management and bushfire hazards.

Assist to coordinate the functions and activities of the Weed Management Team and bush regeneration activities.

To work effectively with Council's Floodplain Management Team on related catchment and estuary management projects.

Provide timely and on budget delivery of natural resource management and related open spaces projects and grants relative to the position.

Identify and seek grant funding for projects identified within Council's Delivery and Operational Plan.

Liaise with Local Land Services and relevant State Agencies on natural resource management implementation and delivery.

Coordinate and prepare the State of the Environment Report.

Assist to undertake flora, fauna and tree assessments in accordance with Council policy and legislation.

Process development application referrals and prepare Review of Environmental Factors for environmental impact assessment within time frames set by service level agreements.

Coordinate community based natural resource management groups and provide direction to their activities operating within Council owned or managed lands.

Facilitate, monitor and report on workplace, health and safety requirements of volunteers operating on Council assets and within Council owned or managed lands as it relates to the position.

Provide professional reports and advice to Council and management.

Supervise, mentor and support the staff reporting to the position.

Represent Council in Court as required.

Provide written and oral advice.

Represent Council in external forums.

Ensure personal knowledge and training in relevant legislation, practices and issues is maintained.

**Essential selection criteria**

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

**Education and knowledge**

Tertiary qualifications or equivalent in Natural Resource Management/Environmental Science/Applied Science or related discipline; **or** equivalent relevant industry experience

**Licences/tickets, clearances, membership**

Current Drivers Licence

**Experience**

Demonstrated experience in natural resource management or environmental services

Demonstrated experience in the supervision of staff and/or contractors including the ability to lead, plan and motivate

Demonstrated project and operational planning skills and knowledge including the ability to deliver within agreed budget and timeframes

**Position related skills**

General or well developed computer literacy including basic proficiency in Microsoft word

Well developed communication skills (written, verbal and interpersonal)

**Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

**Desirable selection criteria**

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

**Education and knowledge**

Tertiary qualifications or equivalent in Planning, Environmental Health or related discipline

**Licences/tickets, clearances, membership**

Member of Australian Institute of Environmental Health or Environment Institute of Australia and New Zealand

**Experience**

Demonstrated consultancy and project management skills

Previous contract management experience

**Position related skills**

Demonstrated conflict resolution skills

Demonstrated GIS mapping skills

**Other features of this position may include**

Attendance at public meetings/forums and Council Meetings as required

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**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

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**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*

Signed: ..... Date .....  
*Manager Human Resources*

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