

## Position Description

### Natural Resource Management Officer (Biodiversity)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** March 2018

#### Salary and conditions

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

Assessed entry level of position within salary system:	Band 3 Level 2
Position limit within salary system: (20 Grade structure)	Grade 11 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

#### Organisational relationships

Directorate:	Works and Civil
Section:	Open Spaces and Facilities
Team:	Natural Resource Management
Work base:	Grafton
Position responsible to:	Natural Resource Management and Projects Coordinator
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council
External contacts:	General public, government agencies, consultants, community groups, 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



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Walking on uneven surfaces and up and down slopes

Frequent driving

### Purpose of the position

To effectively contribute to the development, delivery and implementation of biodiversity management programs and projects which protect and restore the environmental value of ecosystems

To liaise with relevant areas of Council to provide accurate, succinct and timely advice on biodiversity related issues

To provide strategic advice with the implementation of Council's biodiversity plans and program areas to ensure the conservation of habitat and ecological communities

### Major duties and responsibilities

Implement and review Council's adopted *Biodiversity Management Strategy 2010* in a timely manner

Assist with the strategic management of Council's Invasive Species Management programs

Facilitate actions required for Vegetation Management Plans on Council managed reserves, other threatened species (flora and fauna) and biodiversity conservation related issues

Promote and deliver educational programs and activities relating to increasing biodiversity awareness

Provide support and advice for activities and projects undertaken by Landcare/Dunecare, Council's Bush Regeneration team and community groups

Assist with the review, preparation and provide input into Reviews of Environmental Factors for Council related activities

Identify and seek grant funding for environmental services and natural resource management projects and programs

Provide input to the preparation of Council's State of the Environment Report

Prepare detailed reports and correspondence

Represent Council in Court as required

Provide accurate and timely written and oral advice

Ensure personal knowledge and training in relevant legislation, practices and issues are 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 Environmental Science or Natural Resource Management; **or** equivalent relevant industry experience

Detailed knowledge of biodiversity, environmental or ecological issues

Sound knowledge of environmental rehabilitation and vegetation management planning

Sound knowledge and demonstrated experience with the legislation relating to threatened species and biodiversity conservation

#### **Licences/tickets, clearances, membership**

Current Drivers Licence

#### **Experience**

Demonstrated experience in the delivery of improved biodiversity outcomes related to flora and fauna, NRM or related discipline

Demonstrated ability to obtain and integrate a range of expert advice and negotiate natural resource management outcomes with stakeholders

#### **Position related skills**

Demonstrated well developed written and verbal communication skills, including the ability to prepare technical reports and/or management plans

General computer literacy including basic proficiency in Microsoft Word and internet and email programs and an understanding and ability to utilise computer based GIS programs

#### **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**

Postgraduate qualifications in Environmental Science, NRM, Management or equivalent

#### **Licences/tickets, clearances, membership**

Member of the Ecological Consultants Association of NSW

#### **Experience**

Demonstrated experience in the delivery of natural resource management projects on time and within budget

Demonstrated experience in environmental assessment of works and development proposals

#### **Position related skills**

Demonstrated conflict resolution skills

Demonstrated experience in delivery of education programs

**Other features of this position may include**

May be required to represent Council in forums or public meetings from time to time

**Generic performance requirements**

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

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

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

**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.

**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*