

# Position Description

## Natural Resource Management Officer (Biodiversity)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 2024

### Salary and conditions

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

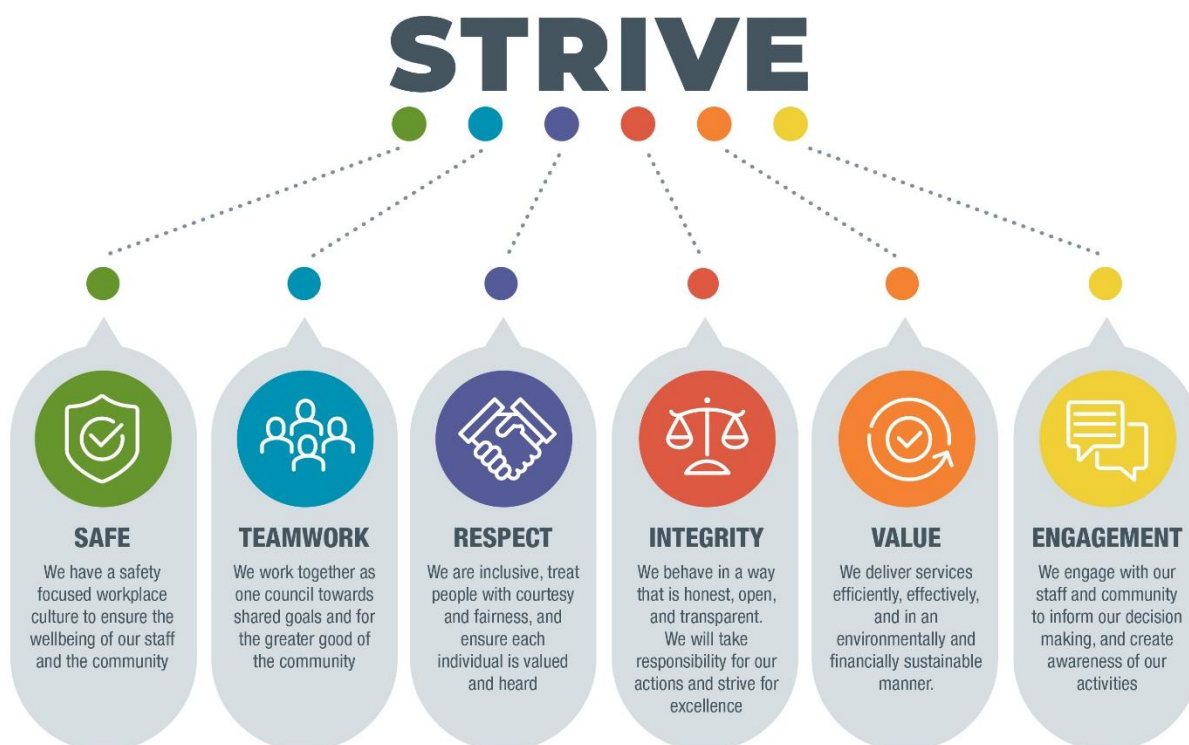
Assessed entry level of position within salary system:	Band 3 Level 2
Position limit within salary system: (20 Grade structure)	Grade11 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Environment and Planning
Section/Unit:	Environment and Regulatory Services
Team:	Natural Resources Management
Work base:	Grafton
Position responsible to:	Coordinator Natural Resource Management and Projects
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



### 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

### Major duties and responsibilities

- 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

## Essential selection criteria

### 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

## Physical requirements of the position

Capable of working in difficult terrain, including walking up and down embankments and over rough ground

Frequent driving

Prolonged periods of sitting

Frequent use of computer keyboard

## 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.

### Generic performance requirements

**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*

---