

Position Description

Senior Natural Resource Management Officer (Vegetation Management)

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
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Position limit within salary system: (20 Grade structure)	Grade 13 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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Organisational relationships

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

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' 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

Physically capable of carrying out site inspections, walking up and down slopes and on uneven ground

Frequent driving

Frequent use of keyboard

Purpose of the position

To provide the effective and efficient delivery of weed management outcomes in accordance with Council's Management Plan and annual works program to meet the statutory and regulatory requirements of Council's obligations under respective Biosecurity legislation and relevant Acts

To provide timely, accurate and succinct information on Natural Resource Management issues and weed management services

To assist in the formation of policy related to the implementation and delivery of Natural Resource Management with the focus being invasive species management

To take a proactive role in identifying key weed management issues for the community and Council

Major duties and responsibilities

Lead and supervise the activities of the Weed Management team to achieve the objectives and programs in Council's Community Strategic Plan within the budgetary framework set by Council and in accordance with the Weed Action Program

Assist in the preparation and monitoring of the weed budget, grants and weed management activities in Council's delivery plan and annual operations plan

Implement, comply and enforce regulatory aspects, including inspections of properties, under relevant Biosecurity legislation

Prepare and implement an annual public education program with respect to weeds and the operation of the Weed Management team

Identify and seek grant funding for weeds management projects and those identified within Council's Management Plan

Direct and supervise inspectorial and operations programs for the Weed Management team

To work with community based natural resource management groups operating within Council owned or managed lands on community projects for weed management service delivery

Develop business opportunities for the Weed Team that are consistent with Council's corporate objectives

Provide professional reports and advice to Council on management of weeds

Work collaboratively in Council's NRM team to achieve improved and efficient environmental outcomes

Represent Council in Court as required

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/Natural Resource Management or equivalent; **or** equivalent relevant industry experience

Demonstrated working knowledge of the Biosecurity Act 2015 and strategic planning frameworks that underpin weed management in New South Wales

Licences/tickets, clearances, membership

Current Drivers Licence

AQF3 Chemical Accreditation

Experience

Demonstrated project management experience in natural resource management, including budget preparation

Demonstrated staff management and supervision experience

Position related skills

Demonstrated ability to interpret Acts, Regulations and policy

Well developed written (report and letter writing) and verbal communication skills

Sound computer literacy including Basic proficiency in Microsoft Word, email, internet programs and GIS mapping

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

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

Licences/tickets, clearances, membership

Current boat licence

Chemical Risk Management Certification AQF4

Experience

Demonstrated community consultation skills and experience

Demonstrated experience in liaison with relevant stakeholders

Position related skills

Demonstrated conflict resolution and negotiation skills

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
