

Position Description

Senior Weeds Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 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 2 Level 2 |
| Position limit within salary system: (20 Grade structure) | Grade 8 – Entry to Step 4 |
| Status of position: | Permanent |
| Hours of work per fortnight: | 76 |

Organisational relationships

| | |
|-----------------------------------|--|
| Directorate: | Works and Civil |
| Section: | Open Spaces and Facilities |
| Team: | N/A |
| Work base: | Rushforth Road Works Depot However this may change should business need identify other work locations to be more appropriate to deliver our services in the future. |
| Position responsible to: | Senior Natural Resource Management Officer (Vegetation Management) |
| Level of support and supervision: | Medium |
| Level of personal management | Medium |
| Level of teamwork required: | High |
| Supervision of staff: | Supervises the daily work activities of up to 6 staff |
| Internal contacts: | Environment & Planning and Civil Services Staff |
| External contacts: | Land owners, Government Agencies |

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

Walking on uneven ground and up and down slopes and embankments

Physically capable of carrying out spraying operations and using manual equipment (e.g. brush hook, shovel, knapsack sprays)

Frequent driving

Use of keyboard

Purpose of the position

To undertake invasive weed identification and inspections on private and public lands.

To participate in the planning and supervision of invasive weed control works to ensure weed management or eradication.

To assist the Senior Natural Resource Management Officer (Vegetation Management) with meeting budgets, agreed work plans, compliance with policy, protocols and regulations.

Major duties and responsibilities

To investigate and enforce the requirements of the Biosecurity Act 2015, Regulations and local policies within the Council local government area.

To undertake inspections for Biosecurity Matter (Weeds) on private and public land.

To direct and at times undertake spraying operations for Biosecurity Matter (Weeds) on private and public land.

To assist to prepare, implement and monitor invasive species management plans.

To provide information and advice on Biosecurity Matter (Weeds) and environmental weeds to interested parties, and provide technical assistance as required.

Prepare and implement public education programs in respect of Biosecurity Matter (Weeds) and environmental weeds and the operations of the Team.

Ensure all operations and work practices are in accordance with Council and government legislation and policies.

Issue notices under the Biosecurity Act 2015, and represent Council in Court as required.

To provide advice to the Senior Natural Resource Management Officer (Vegetation Management) in the preparation and monitoring of the weeds budget.

To assist in the management and participate in private works activities and day to day operations.

To work cooperatively in consultation with Council's Natural Resource Management (Weeds) program and projects to achieve improved and efficient environmental outcomes.

Maintain accurate records and diaries of activities, investigations and actions undertaken in the implementation of Natural Resource Management (Weeds) service activities.

Provide advanced technical knowledge and skills to the delivery of Natural Resource Management (Weeds) services operations.

Major duties and responsibilities

Provide support and relief to the Senior Natural Resource Management Officer (Vegetation Management) in the delivery of weed services during times of absence or periods of leave.

To assist the Senior Natural Resource Management Officer (Vegetation Management) to develop and maintain an effective and productive Natural Resources Management (Weeds) Team.

Provide written and oral advice.

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

Undertake other duties 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 in Conservation and Land Management or equivalent; **or** equivalent relevant industry experience

Sound knowledge and experience in the implementation of integrated weed management programs

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in the recognition of a comprehensive range of Biosecurity Matter (Weeds) and environmental weeds

Demonstrated experience in Biosecurity Matter (Weeds) and environmental weed control

Position related skills

Demonstrated conflict resolution and negotiation skills

Well developed written (report and letter writing) and verbal communication skills, and sound administrative and record keeping skills

General computer literacy in email and internet programs and basic proficiency in Microsoft word, with ability to use mobile computer tablets or GIS and GPS

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

Demonstrated Sound knowledge of the Biosecurity Act 2015

Licences/tickets, clearances, membership

Boat Licence

4WD Driver Training

Current chemical accreditation AQF3 equivalent or higher Chemical Accreditation

Experience

Previous experience in supervision of a team

Experience in invasive species control

Position related skills

Ability to recognise a comprehensive range of native vegetation species and communities

Other features of this position may include

Work outside normal working hours as required.

Occasional contact with challenging customers/members of the public

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
