

# Position Description

## Trainee (Vegetation Management)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** September 2019

### Salary and conditions

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

Applicants must be eligible for a Government funded traineeship.

Assessed entry level of position within salary system:	In accordance with Clause 30E of the Local Government (State) Award 2017
Position limit within salary system: (20 Grade structure)	National Training Wage
Status of position:	Traineeship
Hours of work per fortnight:	76

### Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Open Spaces and Facilities
Team:	Vegetation Management
Work base:	Townsend 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:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	Primarily within the relevant Section
External contacts:	Some contact with members of the public

## 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 travelling between job sites

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

Prolonged standing

Frequent bending and kneeling

Manual handling

Access and egress to plant and equipment

Ability to undertake general labouring duties

### Purpose of the position

To perform tasks associated with the vegetation management function of the Open Spaces Section as directed

To participate as a productive member of the team and undertake assigned work tasks and activities within the workplace and training program

To complete an appropriate course of study (eligibility for a Government funded traineeship is required). The approved course of study is as follows:

- Certificate III in Horticulture

### 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

Literacy and numeracy skills and demonstrated ability to complete standard forms

#### Experience

Previous experience, knowledge or interest in the field of horticulture or vegetation management

#### Position related skills

Ability to follow instructions

#### Work qualities

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

Ability to work in a team

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.*

**Licences/tickets, clearances, membership**

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Current Class C Drivers Licence

**Experience**

Previous experience in landscaping or involvement in landcare or dunecare

**Other features of this position may include**

Not applicable

**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*