

Position Description

Weeds Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: January 2019

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 1
Position limit within salary system: (20 Grade structure)	Grade 5 – 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:	Weed Team
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 NRM Officer (Vegetation Management)
Level of support and supervision:	Moderate
Level of personal management	Medium
Level of teamwork required:	Medium
Supervision of staff:	Nil
Internal contacts:	Environment & Planning and Civil Services Staff
External contacts:	Landowners, 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 (eg brush hook, shovel, knapsack sprays)

Frequent driving

Use of keyboard

Purpose of the position

To provide an efficient and effective weeds service that meets statutory obligations within the budgetary framework established by Council

To implement and enforce the provisions of the Biosecurity Act 2015, Regulations, local laws and Council policies

To assist in the implementation of procedures and policies to improve the delivery of weed control services to the community and Council

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 undertake spraying operations for biosecurity matter (weeds) on private and public land.

To assist to prepare, implement and monitor weed 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 participate in private works activities.

To work cooperatively in consultation with Council's environmental rehabilitation 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 weed service activities.

Provide written and oral advice.

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

Assist others with workloads as able and 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

TAFE Qualification in a relevant field; **or** equivalent relevant industry experience

Demonstrated knowledge of the Biosecurity Act 2015

Demonstrated knowledge of vegetation control methods

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in agriculture/vegetation control field work

Position related skills

Ability to recognise biosecurity matter (weeds) and environmental weeds

Ability to use spray operating and associated manual equipment

Sound written and verbal communication skills, and sound record keeping skills

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

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

Tertiary qualifications in conservation and land management, horticulture or equivalent

Licences/tickets, clearances, membership

Boat Licence

4WD Driver Training

AQF Level 3 Chemical Accreditation or equivalent

Experience

Experience in a vegetation control/bush regeneration

Position related skills

Ability to interpret Acts, Regulations and policy

Well developed skills in recognising a comprehensive range of weeds/locally native species

Other features of this position may include

Work outside normal working hours as required

Occasional contact with challenging customer/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