

# Position Description

## Project Officer (Natural Resource Management)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** February 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 1
Position limit within salary system: (20 Grade structure)	Grade 10 – Entry to Step 4
Status of position:	Fixed Term Appointment
Hours of work per fortnight:	42 hours

### Organisational relationships

Directorate:	Works and Civil
Section:	Open Spaces and Facilities
Team:	Natural Resource Management
Work base:	Grafton or Maclean
Position responsible to:	Natural Resource Management and Projects Coordinator
Level of support and supervision:	Moderate
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



## 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 use of computer keyboard

Prolonged periods of sitting

Walking on uneven surfaces and up and down slopes

Frequent driving

### 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 values of ecosystems

To deliver specific outcomes relating to NRM projects (e.g. koala and coastal emu) via external grant opportunities

### Major duties and responsibilities

Assist with the implementation of Council's adopted Biodiversity Plan

Deliver extension and on-ground works as part of external grant funded projects

Represent Council where required at meetings, site visits, field days and forums

Liaise with Government agencies, research organisations, industry groups and community groups in relation to projects as required

Produce media releases and other publicity as required

Assist in the preparation of grant funding submissions for environmental services and natural resource management projects and programs

Provide timely, accurate and succinct information on NRM issues and develop technical information in relation to these issues

Prepare detailed reports and correspondence on specific projects

Provide accurate and timely written and oral advice

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

Assist others with workloads and projects as directed

### 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

### Essential selection criteria

#### **Licences/tickets, clearances, membership**

Current Drivers Licence

#### **Experience**

Proven ability to undertake and deliver natural resource management projects on time and within budget with a minimum of supervision

#### **Position related skills**

Demonstrated well developed project management skills

Demonstrated well developed written and verbal communication skills

Demonstrated ability in the delivery of training and/or education programmes

General computer literacy including basic proficiency in Microsoft Word and internet and email programs

#### **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

#### **Experience**

Experience in working with landholders and community groups

#### **Position related skills**

An understanding and ability to utilise computer based GIS programs

Desktop publishing/newsletter production 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.

**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.

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**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*

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