

Position Description

Plans of Management Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: June 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 3 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 10 - Entry to Step 4
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Status of position:	Fixed term
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Hours of work per fortnight:	70
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Organisational relationships

Directorate:	Environment Planning and Community
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Section:	Environment Development and Strategic Planning
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Team:	Strategic Planning
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Work base:	Grafton, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
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Position responsible to:	Senior Strategic Planner (Public Land/Native Title)
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Level of support and supervision:	Medium
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Level of personal management	Medium
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Level of teamwork required:	High
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Supervision of staff:	Nil
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Internal contacts:	All staff within Council
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External contacts:	General public, Government agencies, community groups, private organisations & traditional owners
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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

Frequent driving

Prolonged periods of standing

Frequent use of computer keyboard

Capable of undertaking site inspections in a variety of terrain

Purpose of the position

To prepare plans of management to strategically guide the use and management of Crown Reserves under Council control.

To engage the community in the development of plans of management

Major duties and responsibilities

Prepare plans of management for Crown Reserves under Council's control as a Crown Land Manager.

Provide written advice to Council, Council Committees and to external forums.

Arrange, coordinate and participate in the public consultation process for the development of plans of management.

Provide timely, accurate and succinct advice and information on related issues.

Undertake other duties as required by the Senior Strategic Planner (Public Land/Native Title).

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 natural resource management, environmental sciences, town planning, recreation or a related discipline; **or** equivalent relevant industry experience

Demonstrated knowledge of contemporary reserves planning practice, issues and legislation.

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in liaison and coordination with community groups and community consultation programs

Position related skills

General computer literacy in email and internet programs and Basic proficiency in Microsoft word

Well developed written and verbal communication skills

Essential selection criteria

Well developed interpersonal skills enabling cooperative in dealings with staff and the public

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

Additional tertiary qualifications or higher in a related field

Experience

Previous experience in Local Government

Experience with, and working knowledge of relevant legislation.

Demonstrated experience in open space plans of management.

Position related skills

Well developed conflict resolution skills

Desktop publishing skills and Intermediate proficiency in Microsoft Word

GIS skills

Other features of this position may include

Attendance at community meetings after hours

Frequent 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
