

POSITION DESCRIPTION

Position Title:	Natural Resources Officer Wellington	Position Code:	NROW
Division:	Liveability	Grade:	D
Location:	Wellington	Hours/Week:	38-9 day fortnight
Reports to:	Team Leader Natural Resources		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Natural Resources Officer is to assist the Liveability Operations team in providing beneficial and cost efficient weed/pest management and biosecurity functions to the Local Government Area of Dubbo Regional Council.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Natural Resources / Biosecurity functions	<ul style="list-style-type: none"> Carry out all works as required by the Manager Operations and Team Leader Natural Resources in an effective and efficient manner.
To implement Council's Defined Asset Management Policy (DAMP)	<ul style="list-style-type: none"> To accurately record all information relating to the preparation of payroll timesheets, the ordering and acquittal of services, goods and materials and the completion of Risk Management -related documentation. To inspect identified DRC assets for compliance with current Maintenance Service Level specifications.
Assist the Supervisor with co-ordination of worksite activities.	<ul style="list-style-type: none"> To provide on the ground supervision as required, providing advice and guidance on natural resource related matters. To provide leadership for work groups in the Operations Branch so as to provide an efficient and effective service, together with promoting a positive image of Council. As required and approved, act as the interface between the Branch and other Branches of Council and community groups.
Biosecurity Matters and functions	<ul style="list-style-type: none"> To assist the Team Leader Natural Resources to provide weed and pest species management services in accordance with Agreed Briefs and Maintenance Service Levels ensuring all operations are technically and environmentally sound, up to date and cost effective. To assist the Team Leader Natural Resources to meet outcomes of the Biosecurity Act 2015. Assist the Natural Resources Team in fulfilling its obligations under the Weeds Action Plan (WAP) 2020-2025. Interpret customer/client requirements and meet those requirements within policy/procedure framework. Respond to public enquires complaints and requests with regards to matters relating to the responsibilities of this position.

Inherent Requirements of the Position

- Class C driving licence
- Internal licence for specific plant items or willingness to obtain
- Boat Licence
- Sound knowledge of WH&S principles.
- Working knowledge of the NSW Biosecurity Act 2015
- WHS Induction for Construction Work ticket.
- Traffic Controller and Implement traffic Control Plans tickets or willingness to obtain.
- Chemical handling/application certificate (AQF 3)
- Pre-employment Health Assessment
- First aid certificate
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear an approved DRC uniform at all times.
- Willingness to undertake further training to ensure Liveability Operations is carrying out best practice in the weed management.
- This position may be provided with a DRC mobile phone which must be carried at all times if provided. Personal calls are to be reimbursed regularly.

Selection Criteria

Essential

1. Certificate III in weed or natural resource management field or working towards.
2. Demonstrated experience in the management of General Biosecurity Duty.
3. Demonstrated experience in the use and management registered chemicals used for weed management and governed by the NSW Pesticides Act 1999.
4. Demonstrated high level communication, inter-personal and conflict resolution skills.
5. Experience in writing reports and collecting evidence for presentation to courts of law in NSW in regard to Biosecurity matters.

Desirable

6. Certificate IV in Conservation and Land Management.
7. Demonstrated experience in the coordination and conduct of volunteer activities.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Customer focused:
- We are passionate about serving our community and creating a great place to live
- Integrity:

	<ul style="list-style-type: none"> • We act with integrity and professionalism and we are accountable to deliver the results we promise • One team: • We work as one team and partner with others to deliver more than we can achieve alone
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety as soon as possible • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: