

POSITION DESCRIPTION			
Position Title:	Senior Natural Environment Officer	Position No:	1193
Directorate:	Development & Community	Section:	Open Space & Environment
Unit:		Sub Unit:	
Reports To:	Natural Environmental Coordinator	Directs Reports:	1
Indirect Reports:	0	Location:	Hervey Bay
Version No: June 2021	Evaluated: FC109	Status: Approved	By: EMODC
Position Objective <p>To successfully administer and manage the Community Environment Program for the Fraser Coast Regional Council to increase community involvement in, and knowledge of, natural environment protection and management.</p> <p>Build a strong, cooperative working relationship with other council officers to ensure cross program cooperation, which seeks to facilitate opportunities for projects and operational implementation to achieve improved results.</p> <p>Provision of positive leadership and instruction to participants.</p>			Our Values <p>Trust Respect Accountability Initiative Teamwork Service</p>
Key Responsibilities and Indicators			
Key Result Areas	Key Accountabilities	Performance Indicators/Outputs	
Community Environment Program	<ul style="list-style-type: none"> ➤ Coordinate, manage and support Community Environment Program projects and participants in implementing the Community Environment Program. ➤ Liaise with stakeholders to ensure positive project outcome are delivered within the Community Environment Program. ➤ Seek funding opportunities through the development of a grants and work and labour markets programs to support the Community Environment Program. ➤ Monitor, evaluate and prepare and present reports on the Community Environment Program and the environmental benefits achieved. ➤ Develop and maintain a data base of Community Environment Programs and associated partners. ➤ Develop and/or provide input into environmental restoration plans for Community Environment Program project sites. ➤ Support and supervise a large volunteer base. ➤ Supervise and direct Community Nursery operations 	<ul style="list-style-type: none"> ➤ Progression and completion of Community Environment Projects within time frames and budget. ➤ Accurate and up to date data base of all projects, current status and partners. ➤ Maintenance of strong community participation in the program. ➤ Demonstrated environmental and community benefits and outcomes. 	
Education and Promotion	<ul style="list-style-type: none"> ➤ Represent Council and the Environment section at community forums and workshops etc. ➤ Develop public awareness/ education strategies to inform residents, visitors, local businesses, councillors and Council staff of the importance of environmental management. ➤ Work closely with Councils Media and Communication Sections in the development and delivery of educational programs. ➤ Promote the Community Environment Program to 	<ul style="list-style-type: none"> ➤ Increased public awareness resulting from the timely release of information and training. ➤ Increased participation in the community education projects. 	

	<p>harness community and Council support and to encourage volunteers to participate in the Community Environment Program activities.</p> <ul style="list-style-type: none"> ➤ Organise, promote, and facilitate community workshops and initiatives. 	
Technical & Professional	<ul style="list-style-type: none"> ➤ Provide technical advice to Community Environment Program participants as required. ➤ Continue to upgrade technical knowledge of current work practices and procedures in relation to area of officers' responsibility. ➤ Provide motivation and guidance to Community Environment Program participants. ➤ Contribute to the development and implementation of policies, plans and procedures. 	<ul style="list-style-type: none"> ➤ Timely advice and solutions to Council staff.
Administration & Financial	<ul style="list-style-type: none"> ➤ Attend to customer requests. ➤ Prepare correspondence, interoffice communication, reports and other documents in accordance with specified timeframes using various software packages including Microsoft Word, MapInfo, EDocs. ➤ Ensure expenditure is within approved allocations. ➤ Report on, and monitor financial matters relevant to the Community Environment Program. 	<ul style="list-style-type: none"> ➤ Tasks are undertaken in an efficient and timely manner. ➤ Accurate financial statements/records are maintained for all projects.
Human Resource Management	<p>General</p> <ul style="list-style-type: none"> ➤ Demonstrate positive leadership in the achievement of corporate goals and objectives and foster an environment conducive to participation by all staff. ➤ Undertake all manager/supervisor responsibilities in accordance with Council's Human Resource Management Policies and the Enterprise Bargaining Agreement within the stipulated timeframes. <p>Performance Management</p> <ul style="list-style-type: none"> ➤ Adhere to Council's performance development and appraisal process, including coaching, training, mentoring and monitoring of employees' performance and conducting regular reviews. ➤ Ensure standards set are reasonable, clearly specified and effectively communicated to all employees. ➤ Ensure that employees are provided with effective work systems and other support necessary to enable standards to be met. ➤ Initiate strategies to address diminished work performance in accordance with Council's Diminished Work Performance Management Policy. <p>Staff Conduct and Discipline</p> <ul style="list-style-type: none"> ➤ Assist employees to achieve the required standard of conduct and ensure employee awareness of the possible consequences of failing to do so. ➤ Ensure that inappropriate staff conduct and/or behaviour which breaches Council policies and procedures, legislative provisions or Council's Code of Conduct is addressed in a timely manner. <p>Leave Management and Absenteeism</p> <ul style="list-style-type: none"> ➤ Schedule and approve staff annual leave giving consideration to the employee's health, wellbeing, leave balance, operational requirements of the work unit and the notice period given. 	<ul style="list-style-type: none"> ➤ As per Council's HR management policies and procedures.

	<ul style="list-style-type: none"> ➤ Monitor excess annual/long service leave balances and implement plans for staff with excess balances to take leave to reduce Council's leave liability. ➤ Encourage the responsible use of sick leave and monitor the sick leave levels of staff reports. Distinguish between incidents of chronic illness and patterns of unacceptable sick leave absences and use appropriate strategies to manage each. <p>Recruitment and Selection</p> <ul style="list-style-type: none"> ➤ Ensure that recruitment processes abide by the principles of merit, EEO, anti-discrimination & confidentiality & that specified timeframes for recruitment and selection activities are met in accordance with the R&S Management Policy and Procedure. 	
Work Health and Safety	<ul style="list-style-type: none"> ➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan. 	<ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans.
Risk Management	<ul style="list-style-type: none"> ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. 	<ul style="list-style-type: none"> ➤ As per Council risk management KPIs.
Records Management	<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ As per Council's record management policies and procedures.
Code of Conduct and EEO	<ul style="list-style-type: none"> ➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment. 	<ul style="list-style-type: none"> ➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
Customer Service	<ul style="list-style-type: none"> ➤ Provide a high level of internal and external customer service at all times. 	<ul style="list-style-type: none"> ➤ As per Council's Customer Service Standards Management Policy.
Sustainability Requirements	<ul style="list-style-type: none"> ➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development 	<ul style="list-style-type: none"> ➤ As per Council's Sustainability Charter.
Values	<ul style="list-style-type: none"> ➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours. 	<ul style="list-style-type: none"> ➤ As per Council's 'TRAITS' campaign.
	<ul style="list-style-type: none"> ➤ Other duties as directed. 	<ul style="list-style-type: none"> ➤ Tasks are undertaken in an efficient and timely manner

Selection Criteria	
1. Highly developed interpersonal skills with the ability to negotiate and resolve conflict. 2. Demonstrated natural environment management skills and capability. 3. Demonstrated ability in developing volunteer and community engagement programs, including policy, procedures and strategies. . 4. Ability to develop and manage projects, including engagement of consultants and contractors. 5. Highly developed written communication skills with the demonstrated ability to compile reports and sound recommendations. 6. Personal qualities of initiative, positive leadership, integrity, enthusiasm and a commitment to excellence.	
Qualifications/Licences	
Mandatory	➤ Tertiary qualifications (AFQ level 7 or above) in Environmental or Natural Resource Management or Environment Education or a similar discipline or demonstrated equivalent experience
Desirable	➤ Demonstrated experience in delivery of community based environmental restoration programs. ➤ AQF Level 4 in Training and Assessment ➤ Australian Association of Bushland Regenerators (AABR) accredited.
Licences	➤ Current QLD Class C Driver's Licence ➤ Working with Children Blue Card holder or eligibility to obtain.
Mandatory Training	
	➤ Work Health and Safety ➤ Duty of Care ➤ Code of Conduct ➤ Corporate Systems ➤ Manual Handling ➤ Fire & Evacuation
Conditions of Employment	
Status	Permanent Full-time
Award	Queensland Government Industry (Stream A) Award – State 2017
Agreement	Fraser Coast Regional Council Certified Agreement 2018
Classification Stream	Administrative, clerical, technical, professional, community service, supervisory and managerial services
Classification	LGO Level 5
Allowances	n/a
Progression	Annual Review – single step within level
Work Pattern	FWA Hours/Week 38 hours per week
O/T Payable	Upon approval
Uniform	As per Dress Code and Corporate Uniform Management Policy
Other	
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I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

_____ Date: ____/____/20__

Signature of Employee

