

POSITION DESCRIPTION				
Position Title:	Land for Wildlife Officer		Position No:	2985
Directorate:	Development and Community		Section:	Open Space & Environment
Unit:	Environment		Sub Unit:	Environment
Reports To:	Environmental Coordinator		Directs Reports:	Nil
Indirect Reports:	Nil		Location:	Hervey Bay
Version No: Aug 2021	Evaluated: HC83	Status: Approved	By: EMODC	Next review: Aug 2022
Position Objective <ul style="list-style-type: none"> Deliver and implement community based Land for Wildlife conservation activities. Coordinate Land for Wildlife partnership agreements with landholders across the Fraser Coast LGA. Assist the Environmental Coordinator in the delivery of environmental initiatives that are focused on Council controlled land. 				Our Values Trust Respect Accountability Initiative Teamwork Service
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
Environmental Management & Education	<ul style="list-style-type: none"> ➤ Deliver and implement Council's Land for Wildlife Program to achieve positive conservation and social outcomes and strengthen community capacity. ➤ Liaise with external agencies and other areas of Council with regard to Land for Wildlife. ➤ Coordinate and deliver Land for Wildlife community education activities, training, public events and other opportunities as they arise. ➤ Work closely with other Parks & Natural Environment staff to ensure an integrated approach across the team. ➤ Provide landholder extension advice on landscape processes, ecological attributes and management within the scope of the Land for Wildlife program. ➤ Work with Land for Wildlife participants to facilitate or write environmental project management plans or reserve plans. ➤ Provide advice and consult with stakeholders regarding community volunteer matters of an environmental nature. This will include providing input into reports to Council and others regarding community partnership activities and direction. ➤ Promote ecological principles and contribute to Council's commitment to natural environment management, volunteer engagement initiatives such as active participation in technical working parties/steering committees/working groups, and review of discussion papers/reports/studies. ➤ Mentor Natural Environment team members in the section in respect of community environmental issues, principles and practices. 			<ul style="list-style-type: none"> ➤ Progression of new and significant land parcels to Land for Wildlife Agreements. ➤ Maintenance of strong community participation in the LFW program. ➤ Increased public awareness resulting from the timely release of information and training. ➤ Increased participation in community education projects ➤ Timely advice and solutions to landholders, Council and staff. ➤ Timely data collection and management as required by environmental initiatives.
Compliance and	➤ Audit and inspect properties and write environmental			➤ Accurate and up to

Reporting	<p>project management plans fulfilling the requirements of conservation partnership arrangements between Council and participants.</p> <p>➤ Undertake administration tasks associated with planning and reporting on community group activities and adherence to plans and Land for Wildlife requirements.</p>	<p>date reports on activities and adherence to environmental management plans.</p> <p>➤ Timely inspections and reporting to facilitate LFW agreements.</p>
Work Health and Safety	<p>➤ Adhere to relevant Work Health and Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.</p>	<p>➤ 99% compliance with Monthly Action Plans.</p>
Risk Management	<p>➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training.</p>	<p>➤ As per Council risk management KPIs.</p>
Records Management	<p>➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002.</p>	<p>➤ As per Council's record management policies and procedures.</p>
Code of Conduct and EEO	<p>➤ 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.</p>	<p>➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.</p>
Customer Service	<p>➤ Provide a high level of customer service to internal and external customers.</p>	<p>➤ As per Council's Customer Service Standards management policy.</p>
Sustainability Requirements	<p>➤ 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.</p>	<p>➤ As per Council's Sustainability Charter.</p>
Values	<p>➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours.</p>	<p>➤ As per Council's 'TRAITS' campaign.</p>
	<p>➤ Other duties as directed.</p>	<p>➤ Tasks are undertaken in an efficient and timely manner.</p>

Selection Criteria

1. Proven track record of success as a leader working with volunteers or environmental extension.
2. Demonstrated skills and experience in delivering environmental community based projects that require high levels of consultation, integration and negotiation to achieve successful outcomes.
3. Demonstrated high level knowledge of bushland management and community partnership principles.
4. Demonstrated high level knowledge of identification of native flora and fauna species and their habitats and the management of impacts on flora and fauna species.
5. Well-developed interpersonal and communication skills with particular emphasis in the areas of advocacy, liaison, consultation, negotiation, conflict resolution in order to resolve issues and achieve sustainable outcomes.
6. Well-developed, time management skills to achieve the branch's goals and objectives.
7. Well-developed computer skills with the ability to generate reports, maps, budgets and project plans.
8. Proven capacity to work both independently and interdependently as an effective, positive team member.

Qualifications/Licences	
Mandatory	<ul style="list-style-type: none"> ➤ Certificate 4 (AQF Level 4 or above) in Conservation and Land Management and extensive experience in bushland management and environmental education ➤
Desirable	<ul style="list-style-type: none"> ➤ Demonstrated relevant Local Government experience in a similar role ➤ Australian Association of Bush Regenerators (AABR) Certified (or working towards) ➤ Graduate qualifications in environmental science or environmental education
Licences	<ul style="list-style-type: none"> ➤ Class C Driver's Licence
Mandatory Training	
	<ul style="list-style-type: none"> ➤ Work Health and Safety ➤ Duty of Care ➤ Code of Conduct ➤ Manual Handling ➤ Fire and Evacuation ➤ Corporate Systems
Conditions of Employment	
Status	Temporary Part Time
Award	Queensland Local 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 3
Allowances	As per Fraser Coast Regional Certified Agreement 2018
Progression	Annual review – single steps within level
Status	FWA Hours/Week 14.5 per week
O/T Payable	As approved
Uniform	PPE As per Dress Standard 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