**Position Description**

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| **Position Title** | **Trainee Biosecurity Officer** |
| Position Code | ENV024 |
| Department | Planning and Growth |
| Division | Waste and Environment |
| Reports To | Manager Development and Planning |
| Direct Reports: | Nil |
| Position Classification | Trainee Band of the Local Government (State) Award |
| Position Status | Full – Time for the 2 year term of the Traineeship |
| Allowances | Adverse Working Condition Allowance |

**SPECIAL CONDITIONS**

Successful completion of course requirements will be required for ongoing employment during this traineeship. This is a two year traineeship position and as such, there is no guarantee of ongoing employment post the completion of this period.

**PRIMARY PURPOSE OF THE POSITION**

The aim of this position is to assist Councils Biosecurity Officer to manage and control weeds within the Forbes Local Government Area along with all other biosecurity threat identification and management within the Shire. The primary focus is weeds, however all other threats such as animal, quarantine, pests, disease, plants and other will be a focus in protecting the Shire.

This position will also assist the Biosecurity Officer with all Statutory and Legislative reporting to external Government authorities and support Council to build a strong understanding and proactive management strategy of biosecurity threats into the future.

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| *Areas of Delivery* | *Est. % of time spent* |
| Assist in the delivery of Councils Biosecurity requirements to ensure legislative compliance | 70 |
| Professional Development – Traineeship requirements | 20 |
| Administration duties associated with the role | 10 |

**POSITION RESPONSIBILITIES**

* Develop a thorough knowledge of weed identification and control including knowledge of the Pesticides Act and best practice principles;
* Provide assistance in the development and implementation of a program of control of Noxious Weeds;
* Assist with the inspection process of land within the Local Government Area to identify and record the presence of biosecurity threats;
* Assist with the recording and reporting to appropriate stakeholders areas of noxious weed infestations on private land, crown land, State Forests, National Parks and Local Land Services (LLS);
* Assist with inspections with the Local Government Area rail corridor;
* Observe the Biosecurity Officer communicating with land holders regarding recommended weed control requirements and advising them on the appropriate action to achieve compliance;
* Assist the Biosecurity Officer in the development and delivery of biosecurity awareness strategies to the community;
* Ensure that all plant used for noxious weed control are well maintained and operated in a safe manner including the other biosecurity threats such as animal, quarantine, pests, disease, plants impacting on the Shire;
* Ensure that all chemicals are stored, maintained and handled in in accordance with SafeWork NSW best practice guidelines and the Australian Pesticides and Veterinary Medicines Authority (APVMA);
* Assist the Biosecurity Officer to complete the documentation and herbicide register;
* Assist the Biosecurity Officer prepare correspondence and reports to Council and other external Government Authorities

**Organisation**

* Contribute to reviews and status of the Community Strategic Plan and Delivery Program.
* Prepare and report on Operational Plan activities related to the Biosecurity Department;
* Ensuring compliance with the WHS Act 2011 and its regulations, including:
  + Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
  + Wear protective clothing or equipment in the manner intended (if required).
  + Take reasonable care for the health and safety of all persons who are at their place of work.
  + Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
* Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position’s authority. Where necessary correction is outside of the position’s authority, refer the matter to the relevant Director or Manager People and Strategy;
* Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
* Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council’s strategic goals;
* Compliance with all Councils Policies and Procedures and Code of Conduct;
* Complete other duties as directed by the Manager Development and Planning
* Undertaking other relevant duties as directed which are consistent with the employee’s skill, competence and training.

**KEY RELATIONSHIPS**

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| **Who** | **Why** |
| Internal |  |
| Manager Development and Planning | Direct Report |
| Biosecurity Officer | Colleague - Support, knowledge and guidance |
| Planning and Growth Team | Colleagues - Support, knowledge and guidance |
| Human Resources / WHS Teams | HR - enquiries, investigations, payroll, training. |
| Council Staff | Colleagues - Support, knowledge and guidance |
| External |  |
| Community Members / Land holders | Private land inspections and the delivery of the duties associated with the role |
| Government Authorities | Assistance in Reporting as required |

**POSITION CAPABILITIES**

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| **LGNSW Capability Framework** | | |
| Capability Group | Capability Name | Level Required |
|  | Manages Self | Intermediate |
| Displays Resilience and Adaptability | Adept |
| Act with Integrity | Intermediate |
| Demonstrate Accountability | Intermediate |
|  | Communicate and Engage | Adept |
| Community and Customer Focus | Intermediate |
| Works Collaboratively | Adept |
| Influence and Negotiate | Foundational |
|  | Plan and prioritise | Intermediate |
| Think and solve problems | Intermediate |
| Create and Innovate | Foundational |
| Deliver Results | Intermediate |
|  | Finance | Foundational |
| Assets and Tools | Foundational |
| Technology and Information | Intermediate |
| Procurement and Contracts | Intermediate |

**PERSON SPECIFICATION**

**Essential**

* Demonstrated interest in Conservation Land Management, Science, Environment or Horticulture;
* Willingness and capability to undertake formal study in the biosecurity area;
* Interest and drive to learn about Biosecurity in Australia, and protect the environment from threats
* Proven ability to participate effectively as a team member.
* Organisational skills with the ability to prioritise multiple work tasks.
* Effective written and oral communication skills with experience relating to people at all levels.
* Class C (Standard) Drivers Licence

**Authority and Accountability**

* Worker level responsibilities in regards to WHS Legislation

**EQUIPMENT REQUIRED FOR THE POSITION**

* Access to Biosecurity vehicle when required;
* Man-down pendant or similar device for remote work

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| **ACKNOWLEDGEMENT** | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary. | |
| Employee’s Signature: | Date: |

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| **HR USE ONLY** |  |
| Does this position require a Working with Children Check? | Yes / No |
| Does this position require the incumbent to undergo a criminal reference check | Yes / No |
| Does this position have a Financial Delegation | Yes / No  Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No |