

## Position Description



<b>Position Title:</b>	Natural Areas Team Leader
<b>Position Number:</b>	NATL01
<b>Purpose of Position</b>	Provides high level technical advice on the management of natural areas, environmental assets, native title and Aboriginal heritage. Coordinates and completes Part 5 environmental assessments, conducts environmental monitoring and mapping and develops and reviews planning controls, plans of management, policies and strategies.
<b>Grade of Position:</b>	<b>Band 7</b>  Accountable for the effective management of major sections or projects within the area of expertise. As a specialist, advice is provided to executive level on major areas of policy or on key issues of significance to the organisation.
<b>Hours of Work:</b>	35 hours per week
<b>Department:</b>	Strategy & Environment
<b>Section:</b>	Environment & Sustainability
<b>Position Reports to:</b>	Manager Environment & Sustainability
<b>Number Supervised:</b>	4
<b>Approved by:</b>	Director Strategy & Environment <b>Date:</b> June 2019

### CONTACTS

#### Key Contacts Within Department

- Manager Environment & Sustainability
- Natural Areas Program Leader
- Environmental Levy Program Leader
- Manager Technical Services
- Manager Property
- Manager Urban & Heritage Planning
- Team Leader Urban Planning

#### Key Contacts in Other Departments`

- All other departments of Council

#### Key Contacts Outside Council

- Various state and federal government departments
- Other local governments
- State and regional utilities
- Universities and research institutions
- Various external technical and advisory groups

**Delegation for approval of expenditure:** \$10, 000

### EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name: .....

Signature: .....Date:

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### GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all Hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all Incidents and Near Misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Obey all lawful instructions
  - Attend and positively contribute to team meetings
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment through PERFORM
- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits
  - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

## ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

### 1. Required Qualifications/Certificates

- Degree qualifications in a relevant discipline and substantial work experience in a similar capacity
- First Aid Certificate
- Current class C driver's licence

### 2. Required Experience

- Demonstrated experience in preparing and reviewing Part 5 environmental assessments
- Demonstrated experience in providing technical natural resource management advice in planning processes and projects
- Demonstrated experience in environmental management planning, including the development of policies, strategies and plans of management
- Demonstrated experience in applying sound knowledge of relevant local government, environmental and planning legislation
- Experience in staff and contractor management and stakeholder engagement
- Experience in environmental monitoring, data management and analysis

### 3. Required Skills

- Ability to work independently and as part of a multi-disciplinary team
- Demonstrated project and financial management and organisational skills
- Well-developed research, writing and presentation skills
- Demonstrated ability to interpret and apply legislation
- Well-developed research, writing and presentation skills
- Competent in the use of MS Office programs, GIS and data base software
- Excellent interpersonal skills, including high level communication, community consultation, conflict resolution and negotiation skills

## OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Develop, implement and monitor strategies, policies and programs to manage Council's natural areas and environmental assets, bush fire risk and Aboriginal heritage.
- Prepare conceptual and detailed specifications and documents that demonstrate a commitment to ecologically sustainable development
- Integrate natural areas monitoring into Council's management framework and promote adaptive management
- Manage the natural areas team, including supervising direct reports and ensuring that all generic and operational work plan outputs are met
- Supervise contractors / consultants to deliver programs as set, within set timeframes and budgets
- Provide technical advice on environmental management internally and externally, including planning proposals
- Develop and continually review the biodiversity controls and mapping, and assist with the development and review of bush fire, flood, riparian and vegetation management related controls, as a component of the principal DCP and LEP
- Coordinate the delivery of the environmental management training program for staff and report on outcomes
- Develop strategic alliances with the community, government and industry to assist in the delivery of long term project outcomes
- Prepare grant applications and manage and administer successful grants to extend program outcomes, as required
- Coordinate Council's Biobanking and biodiversity offsetting program
- Provide the environmental controls that relate to Council's leases and licences affecting environmental assets
- Liaise with relevant staff within Operations including, but not limited to, the bushland, park, drainage and capital works sections
- Participate in Council's risk management processes
- Coordinate and undertake the preparation, review and assessment of environmental impact statements, Review of Environmental Factors (REFs) and other environmental assessments for Council and external projects.
- Undertake Native Title duties, including conducting searches, enquiries and liaising with the Native Title Tribunal and reviewing Native Title Tribunal Determinations, ILUA's and Federal Court decisions to determine the status of Crown land managed by Council.
- Prepare notices and liaise with Native Title Claimants and relevant Aboriginal Land Councils and consider the effect of Native Title and subsequent application of the Future Acts Regime of the Native Title Act 1993.

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- Provide written advice to Council for acts or dealings performed by Council as outlined in the Native Title Manager's Handbook, The Crown Land Management Act or any rules or regulations as may from time to time be directed to Council.
- Prepare briefs submissions, correspondence, advice and Native Title reports for Senior Executive and Council consideration and/or advice to staff accordingly.
- Provide performance reports (including for Performance Planner and Council's Annual Report), as required
- Provide data to measure performance against the KPIs in Council's Delivery Program and Operational Plan and Environmental Levy Monitoring and Evaluation Plan
- Comply with all relevant legislation and Council policies and procedures
- Provide a high level of customer service in responding to requests and complaints and ensure that these are investigated in a thorough, prompt, fair and courteous manner
- Carry out such other tasks and responsibilities as may be required and assigned, based on the changing needs of the organisation and consistent with the employee's skills and abilities