

Conservation Programs Officer

Position Description



Position number:	3758
Classification:	Band 6
EA:	Moreland City Council Enterprise Agreement
Department:	City Infrastructure
Branch:	Open Space & Environment
Unit:	Open Space Design & Development
Reports to:	Unit Manager Open Space Design & Development
Supervises:	Nil
Approved by:	Director City Infrastructure

Organisational values:



Position objectives

- Drive Council's commitment to create a more diverse, connected and resilient natural environment where indigenous plant and animals thrive in a challenging and changing environment
- Implementation of nature-based community engagement programs identified in Council's Nature Plan (adopted in August 2020).
- Expand community and Council support for the protection of the enhancement of environmental values through coordinated conservation works and education and engagement programs Undertake promotion and education activities associated with Council's environmental programs and events

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- Identify and build partnerships to deliver environmental projects that promote our diverse landscapes through collaboration with internal and external partners
- Provide environmental information and advice to both internal and external stakeholders

Key responsibility areas

Nature Plan

- Plan, design and prioritise delivery of the implementation programs and actions from the Nature Plan.
- Prepare draft Council reports, together with appropriate recommendations for consideration by your Manager.

Community engagement

- Develop, coordinate and deliver innovative community engagement on conservation
- Develop, coordinate education programs that raise awareness and participation in environmental stewardship.
- Develop and maintain conservation communication and education materials including print, social media and web content.

Partnerships and collaboration

- Develop and implement conservation projects that build partnerships and collaboration with internal and external customers including local community and stakeholder groups to maximise engagement.
- Contribute as an effective team member to work planning and project management in the Open Space Design and Development Unit, and across the organisation.
- Manage relationships with the general public, Creek Committees of Management, Friends Groups, companies, adjacent municipalities, Government Authorities, contractors and suppliers.
- Work across the organisation to improve knowledge and understanding of conservation policy, projects and initiatives.
- Contribute to planning within the unit to ensure the effective services that support corporate goals.
- Support and assist other staff in order to achieve individual departmental and corporate objectives.

Represent and promote Council

- Represent Council on relevant committees, at meetings and at events. (This will include some activities outside of normal working hours).
- Promote and convey a positive public image of Council.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	All Staff within City Infrastructure Department and others across the organisation.
External Relationships	General public, Creek Committees of Management, Friends Groups, companies, adjacent municipalities, Government Authorities, contractors and suppliers.

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 6)

1. Accountability and Extent of Authority:

- Responsible for ensuring the completion of tasks in a timely manner
- Responsible for ensuring the accuracy and quality of work produced
- Responsible for ensuring that all relevant legislation, policies, strategies and other matters are taken into consideration in making or recommending a decision or providing advice
- Responsible for the coordination and delivery of conservation and educational programs to target groups.
- Accountable for generating reports and correspondence in relation to the position.
- Accountable for effective liaison/communication with internal and external stakeholders
- Represent Council on relevant Management Committees, relevant joint Local Government sub regional projects, Inter government projects and projects specific to Council.

- Provision of advice, correspondence and other documents as required by the Unit Manager, Manager and Director City Infrastructure.
- The freedom to act is set by clear objectives and budget.
- The effect of decisions and actions taken may be significant, but an avenue of appeal or review by a more senior employee is usually available.

2. Judgement and Decision Making:

- The nature of work is specialised with methods, procedures and processes developed from theory and/or precedent and may involve improving and/or developing these methods and techniques based on previous experience.
- Judgement and decision-making is required to resolve problems through the application of known techniques to new situations.
- Exercise day-to-day problem solving and budget management skills with respect to the allocation of resources and time management.
- Guidance and advice from senior members of staff or manager are usually available.

3. Specialist Knowledge and Skills:

- Demonstrated knowledge and expertise in relation to natural resource and conservation management and relevant policy in a local government setting.
- Demonstrated ability to work with the community
- An understanding of the long-term goals of the functional unit, and of the relevant policies of both the unit and the wider organisation.
- Experience in the clear and structured presentation of information and concepts.
- Familiarity with relevant budgeting techniques.
- Computer skills, including proficiency with MS Office.
- Knowledge of GIS and its application.

4. Management skills:

- Ability to manage time, set priorities, plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Capacity to manage time, plan, organise and set priorities for the work of other employees and contractors to achieve defined objectives as required.
- Ability to embrace Moreland's Values
- Support a collaborative and value-based culture.
- Ability to develop, implement and evaluate projects
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee development.

5. Interpersonal Skills:

- Well-developed verbal communication skills
- Ability to gain co-operation and assistance from (as well as resolve issues among) clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.

- Ability to liaise with counterparts in other organisations to discuss specialist matters, and to liaise with other employees in other functions within the organisation to resolve intra-organisational problems.
- Ability to write reports and prepare promotional materials
- Ability to work with a wide range of community members, maximising engagement e.g., young people, non-English speaking background, professionals.
- Ability to work effectively and contribute to a team environment and independently.

6. Qualifications and Experience:

- Completion of a tertiary qualification in natural resource management, horticulture, environmental planning or other similar field or discipline with some relevant experience, or a lesser formal qualification with substantial relevant experience.
- Demonstrated experience in the management and development of bush land and creek environs and/or the implementation of nature-based community engagement programs.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(√)	()
-below 10kgs	()	()	(√)	()
Manual handling frequency	()	()	(√)	()
Repetitive manual work	()	()	(√)	()
Repetitive bending/twisting	()	()	(√)	()
Working with arms above head	()	()	()	(√)
Lifting above shoulder height	()	()	()	(√)
Using hand tools – vibration/powerful	()	()	()	(√)
Operating precision machinery	()	()	()	(√)
Close inspection work	()	()	(√)	()
Wearing hearing protection	()	()	(√)	()
Wearing eye protection	()	()	(√)	()
Working in dusty conditions	()	()	(√)	()
Working in wet/slippy conditions	()	()	(√)	()
Wearing Gumboots	()	()	(√)	()
Wearing safety shoes/boots (steel cap)	()	()	(√)	()
Working with chemicals/solvents/detergents	()	()	()	(√)
Washing hands with soap (hygiene)	()	()	(√)	()
Working at heights	()	()	()	(√)
Working in confined spaces	()	()	()	(√)
Working in chillers (+4 degrees C)	()	()	()	(√)
Performing clerical duties	()	()	(√)	()
Working on a keyboard	(√)	()	()	()
Driving cars and/or trucks	()	()	(√)	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Tertiary qualification in Natural Resource Management, Horticulture, Environmental Planning or related disciplines or other similar field or discipline with some relevant experience, or a lesser formal qualification with substantial relevant experience.
- Demonstrated knowledge and experience in the development and improvement of conservation bush land and revegetation sites, and environmental improvement projects.
- Experience in implementation of nature-based community engagement programs.
- Ability to work collaboratively and effectively with team members, colleagues, volunteers and the community in the delivery of programs and management of others
- Experience in strategic planning and/or policy development and practice in local government or other levels of government is desirable.
- Excellent written and oral communication skills and the ability to negotiate effectively with a range of internal and external stakeholders.
- A current driver's licence.