

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

Position title:	Biosecurity Officer
Position Number:	384
Department and Section:	Planning and Development, Environment and Compliance
Band/Level:	Local Government (State) Award : Band 1 Level 3 Grade 8 Step 1 \$1,176.40 – Step 5 \$1,352.65 (Dependent on experience and qualifications)
Reports to:	Senior Biosecurity Officer
Direct reports:	Nil
Indirect reports:	Nil
Basis of Employment:	Full time 38 hours per week
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



POSITION OBJECTIVE

- To identify Priority Weeds and prevent their spread.
- To reduce the areas of the Shire infested by weeds.
- To enforce the requirement on property owners to control weeds on their premises.
- Ensure all machinery is operated in a safe manner as per Council's Safe Operations Procedures and comply with all safety procedures.
- Ensure all spraying operations are carried out efficiently and punctually as directed by the supervisor.

ABOUT YOU

You must have excellent communication skills with the ability to translate technical information and relevant legislation. You must have regard for maintaining confidentiality and be able to accurately follow policies and procedures. Strong time management and organisational skills are also an essential requirement of this role, to ensure workload and deadlines are met on time. Be willing to contribute to a cohesive team environment and maintain positive internal and external relationships. You will need to be motivated and work autonomously to succeed in this position.

KEY DUTIES AND RESPONSIBILITIES

- Carry out inspections to identify areas infested by Priority Weeds and issue Biosecurity directions when required.
- Advise landowners and occupiers of their obligations and liabilities under existing legislation for the eradication of priority weeds.
- Carry out weed spraying on Council land, private property and other areas as directed by the Senior Biosecurity Officer (Weeds).
- Maintain records of weed infestation and results of action taken to control and reduce weed infestations.
- Ensure a safe working environment and ensure the general public is not endangered by weed spraying operations.
- Ensure work practices conform with Council's Safe Operating Procedures.
- Participate in public education programs for weeds.
- Provide routine maintenance to machinery to ensure the maximum life of the machinery and accessories.

- Participate in monthly meetings with supervisor in relation to safety issues, information sharing and problem solving.
- Complete all paperwork in a timely and accurate manner as directed by the supervisor.
- Carry out any other duties as directed by the Senior Biosecurity Officer (Weeds) or relevant departmental Supervisor.
- Participate in North West Regional Weeds Committee
- Employees are responsible for ensuring their work practices meet and adhere to all safety programs, policies and procedures developed to meet the intent of this policy.
- Wear the correct issued protective clothing and safety equipment (safety glasses or goggles and hearing protection) at all times.
- The safe operation of plant (including specialized spray equipment).
- Attend training sessions as required.
- Cooperate with Council to assist the organisation comply with the obligations under the WH&S Act and Regulations and the Workplace Injury Management and Workers Compensation Act 1998.
- Comply with Council's WH&S policies and procedures.
- Comply with Council's Code of Conduct.
- Comply with Equal Employment Opportunity policies and procedures.
- Physical ability to complete heavy manual handling task which are the inherent requirements of this position throughout the working day. These will include bending and working at low levels, repetitive lifting above 15kg, handling unstable and awkward loads, working above shoulder height, standing for up to 3 hours at a time, walking on uneven surfaces, working outdoors and operating tools and small plant, moving in and out of plant such as trucks.

ESSENTIAL CRITERIA

- Certificate III in Conservation and Land Management or equivalent. (*Experienced applicants who do not hold this qualification may be considered however you must commit to commencing the qualification within Council's 3-month probationary period.*)
- Demonstrated experience with the interpretation of Acts and legislation as well as their application in the workplace, including knowledge of the role of an authorized officer under the *Biosecurity Act 2015*.
- Ability to operate all plant associated with weed control such as ATV's, Quick Sprays, Boom Sprays etc.
- Ability to work with minimal supervision while being able to meet deadlines and work under conflicting time pressures.
- Demonstrated negotiation and conflict resolution skills.

Literacy, Numeracy, and Record Keeping:

- Ability to keep accurate records including chemical application, timesheets and any other applicable paperwork.
- Demonstrated high level written and verbal communication skills and the ability to effectively communicate with a diverse audience, including Landholders, Land managers, Council staff and advise community members of their obligations and requirements under Biosecurity Act 2015.

Tickets and Licenses:

- General Construction and Induction card
- Current NSW Class C Driver Licence (Manual)
- Current Chemical Application Certificate (AQF 3).

Immunisations required:

- Ability to provide evidence of vaccination/immunisation for Hepatitis A and B, and Tetanus and maintain currency of this throughout your period of employment.

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

DESIRABLE CRITERIA

- Current First Aid Certificate.
- EPA Ground Applicators Licence.
- Medium Rigid Licence.
- Local knowledge of Moree Plains Shire Council area.
- Be willing to travel and work remotely for up to a week at a time.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date:

