

Position Description



Position Title:	Bushland Technical Officer
Position Number:	PP0154
Purpose of Position	To provide a professional support service to the Coordinator Bushland Services on bushland maintenance, bush regeneration, weed and pest animal control. Prepare and manage bush regeneration and pest control contracts and complete environmental impact assessments. Work with council staff and others to assist in the delivery of sustainable outcomes for natural systems.
Grade of Position:	Band 5 May be responsible as a co-ordinator for the operation of a small section, the position completes tasks requiring specialised technical and administrative skills.
Hours of Work:	35 hours per week (9 day fortnight)
Department:	Operations
Section:	Infrastructure Services
Position Reports to:	Coordinator Bushland Services
Number Supervised:	Nil
Approved by:	Director Operations
Date:	February 2024

CONTACTS

Key Contacts Within Department

- Manager Infrastructure Services
- Coordinator Bushland Services
- Bushfire Operations Officer
- Streetcapes Maintenance Supervisor
- Sportsfield Maintenance Supervisor
- Parks Maintenance Supervisor
- Operational Team Leaders
- Co-ordinators and other technical and project management staff

Key Contacts in Other Departments

- All other departments within Council

Key Contacts Outside Council

- Council employed contractors
- NSW Department of Planning and Environment
- Catchment Management Authorities
- NSW Rural Fire Service
- NSW Fire + Rescue
- NSW Department of Primary Industries
- Other local governments
- State and regional utilities

Budget Allocation: \$ 300,000

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

Signature:

Date:

Position Description



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
 - Work cooperatively to achieve Work Plan timeframes and measures
 - Regularly review with supervisor own performance against required outcomes
 - Complete an annual performance assessment and Work Plan
- **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

- Tertiary qualifications in Natural Resource or Environmental Management/Planning
- Current Class C Driver's licence
- White Card – Construction Induction

2. Required Experience

- Extensive demonstrated relevant experience for at least 5 years in Natural Resource or Environmental Management/Planning/asset management.
- Demonstrated working knowledge of technical issues relating to bushland maintenance, bush regeneration, weed and pest animal control and general service across these areas.
- Experience in project design/contract documentation/performance and management associated with bush regeneration and pest management activities.
- Demonstrated experience in the development of procedures, project plans and grant applications.
- Working knowledge of relevant local government, environmental and planning legislation.
- Demonstrated experience in the development, implementation and review of environmental impact assessments.
- Experience in bushfire hazard reduction (controlled burning) or a willingness to participate in and obtain a nationally recognised bushfire fighting qualification.
- Experience in the preparation of work schedules, interpretation of specifications and operational plans.

3. Required Skills

- Current best practice knowledge in areas of conservation land management and technical issues relating to bush regeneration and weed and vertebrate pest management
- Specialised knowledge and practical experience in environmental assessments environmental monitoring and assessment methods.
- Adept in the use of MS office, including word, excel and access.
- Superior interpersonal, negotiation and conflict resolution skills.
- Customer service and communication skills
- Time management skills
- Report writing and presentation skills.
- Budget preparation and monitoring.

OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Provision of advice to operational teams and the community, particularly related to bushland maintenance, bush regeneration, weed and pest animal control.
- Assist in the development of annual works programs that coordinate with other operational programs.
- Prepare, review and undertake environmental assessments, including minor works assessments, review of environmental factors, potential impact statements and other submissions related to natural area management.
- Coordination, mapping and reporting of bushland maintenance related data and reports for Council's internet and other data bases.
- Seek and identify external funding opportunities and undertake preparation of grant applications to extend program delivery and outcomes to natural areas.
- When required represent Council by attending the Sydney Weeds Association and the Sydney North Vertebrate Pest Committee meetings and liaise effectively with other members to assist in the regional approach to weed and pest animal control.
- Complete the reporting requirements for Conservation Agreement Lands, including Biodiversity Stewardship Agreement sites.
- Manage the Council's Chemwatch database and ensure that Council's Chemical register and SDS register is kept current and all legislative requirements are adhered to.
- Review and prepare Weed Risk Assessments in accordance with the NSW Department of Primary Industries guidelines.
- Prepare accurate and realistic budgets for specified projects.
- Prepare project designs, specifications and contract document for project works.
- Selection of external contractors through formal quotation/tendering process and evaluation of contract performance.
- Undertake project/contract administration on a week to week basis including contract performance and budget monitoring.
- Delivery of projects within time and budget.
- Where required, liaise with other regional committees/organisations, State Land management agencies and councils on issues and ensure that corporate views are expressed.
- Prepare reports on projects or specialist matters as required.
- Ensure timely delivery, cost and quality of services undertaken as part of operational plans relating to Bushland maintenance works.
- Ensure council policy and procedures are adhered to, ensuring the standard of work performed is in accordance with Council guidelines.
- Liaise with Coordinator Bushland Services, Open Space Coordinators/Supervisors, team leaders and co-operate with colleagues to ensure quality outcomes to the community and Council.
- Prepare monthly performance/progress reports on projects/contracts in annual operating plans.
- Maintain/update information and asset registers through data collection and entry processes, ensuring the quality of data is accurate and reliable.
- Ensure customer enquiries are dealt with in a responsive and appropriate manner.
- Contribute to the development and review of bushland related policies and guidelines, service plans and Plans of Management.
- Maintain and update Customer Request System for Bushland Services .
- Assist with and provide information in relation to compliance and law enforcement issues within bushland areas.
- Manage contractors / contractor works as part of Environmental levy Programs and where required other contractors.
- Assist in the development and management of Council's environmental levy bushland restoration works program.
- Assist with the training and development of staff. Participate in the development and delivery of training to relevant staff in the management of Ecologically Sensitive Lands (ESL)
- Assist in the co-ordination of key research projects to further Council's knowledge and sustainable use of natural areas.
- Carry out such other tasks and responsibilities as may be required and assigned which would be based on the changing needs of the organisation consistent with the employee's skills and abilities.