

## Position Description

<b>Position Title:</b>	<b>Conservation Projects Officer</b>
<b>Business Unit:</b>	Parks and Waste
<b>Department:</b>	Infrastructure Services
<b>Directorate:</b>	Engineering Services
<b>Classification:</b>	Band 5
<b>Date:</b>	December 2016
<b>Reports to:</b>	Conservation and Horticultural Services Team Leader
<b>Supervises:</b>	Contractors, consultants, volunteers, trainees
<b>Internal Liaison:</b>	Conservation and Horticultural Services Team Leader, other Parks Coordinators, Service Unit Leader Parks and Waste, Manager Infrastructure Services, other operational staff, staff from other Council departments
<b>External Liaison:</b>	Melbourne Water, City of Casey, City of Knox, Port Philip and Westernport Catchment Management Authority, Department of Environment, Land Water and Planning, Parks Victoria, Residents, Community groups, Schools, service authorities, suppliers, consultants, contractors, industry groups.

### 1. Position Objectives

- Coordinate the delivery of the Department of Environment, Land, Water and Planning funded Peri-Urban Weed Management Partnerships Initiative project, the CGD component of the Living Links Our Communities, Our Catchment Grant, and other related conservation projects.
- Facilitate community understanding of Council's parks, natural reserves and areas of remnant vegetation,

### 2. Key Responsibility Areas / Position Specific Responsibilities

***\*Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees***

Main areas of responsibilities will include but is not limited to:

#### Operational

- Coordinate the four year Peri-Urban Weed Management Partnerships Initiative (PWMP) for CGD
- Develop and manage yearly large scale and collaborative weed control and bushland management programs in line with the PWMP and bushland management plans
- Develop and coordinate the CGD component of the four year Our Community Our Catchment grant project, including collaborative large scale revegetation and pest control programs
- Apply for, develop, implement and acquit related Melbourne Water Corridors of Green grants
- Facilitate the multi-stakeholder project working group for the PWMP
- Regularly report to DEWLP in line with the PWMP guidelines
- Administer the budget for the PWMP and other grant projects
- Coordinate the four year Green Army project, in collaboration with partners
- Consultation with 'friends of' groups and other community groups whenever required regarding works integration and other matters,
- Issue works orders to contractors ensuring compliance with safety and environmental standards, specifications and authorised works,
- Arrange for supply of goods and services, including large scale plant supply
- Undertake regular monitoring of reserves and revegetation sites within the grant projects
- Record and report on works undertaken, including planting records,
- Maintain accurate records for risk, budgeting and cost control,
- Coordinate preparation, review and implementation of reserve management plans where related to the grant projects
- Provide technical guidance, training and assistance to staff, volunteers and others,

- Ensure compliance with relevant state and federal policies, guidelines and legislation including the Catchment and Land Protection Act (1994) and the Environment Protection and Biodiversity Conservation Act (1999)
- Ensure parks and reserves are maintained to reduce fire risk and protect council assets
- Coordinate grant projects to ensure all requirements are met, including acquittal
- Maintain accurate records for native vegetation offset management and grant projects.

#### Community engagement

In line with grant projects:

- Provide informative interpretation services on and off site to school and community groups,
- Promote awareness of Councils natural assets,
- Facilitate and conduct community planting days
- Facilitate student work placement and volunteer programs
- Liaise with relevant internal staff to provide environmental education opportunities
- Coordinate and promote community involvement with environmental programs
- Work with various community interest and *'friends of'* groups to participate in community planting and other environmental work.

### **3. Overall Position Accountability and Authorities**

The position is directly held responsible for:

- Coordinating the conservation grant projects, including but not limited to the PWMP, Our community Our catchment, Corridors of Green, and Green Army, including coordinating the activities of Trainees, Casuals, Volunteers, Students, and Contractors to achieve Council plans and legislative requirements by protecting, preserving and enhancing the flora, fauna, parks and reserves through either programmed or urgent remedial works as required,
- Ensure consumables and stock are utilised and allocated to programs and projects appropriately within unit objectives and budget parameters, regularly reporting the status of these to the Conservation and Horticultural Services Team Leader,
- Ensure projects and programs are delivered to required standards, within the required timelines and set budgets, including the desired outcomes for environmental assets and education participants across the municipality,
- Provide support to the Conservation and Horticultural Services Team Leader in all aspects of the unit, including how the goals of the unit contribute to the broader Infrastructure Services department goals for the organisation and the community of the City of Greater Dandenong,
- Required to ensure that all employees and volunteers under their direction are trained in safe working practices and in the safe operation of all relevant equipment and are made aware of all occupational health and safety policies and procedures.
- In relation to resource supervision the freedom to act is governed by clear objectives and budgets, frequent prior consultation with the Conservation and Horticultural Services Team Leader and a regular reporting mechanism to ensure adherence to plans.
- The position is accountable for the quality, effectiveness, cost and timelines of the programs, projects or work plans under their control and for the safety and security of the assets being managed.

### **4. Judgement and Decision Making Skills**

Judgement and decision making will be within the following scope:

- Objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives,
- Problems encountered by employees within this Band are often of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required

#### **Independently:**

- Supervision and on the job training of staff, contractors and volunteers,
- Issues work orders to consultants and contractors in line with agreed programs,
- Selects and quantifies resources required for maintenance and development work,
- Delivers environmental education services in line with visitor needs,

**With Input:**

- Assist in the development of grant applications,
- Prepare cost estimates for projects,

**Recommends and Identifies:**

- Appropriate training required by staff,
- Management direction for Nature Reserves and areas of natural remnant vegetation,
- Appropriate plants for indigenous landscape projects,
- Areas for improvement in terms of service delivery,

**Guidance:**

- Guidance and counsel may be available from the Conservation and Horticultural Services Team Leader within the time available to make a choice, but many day-to-day decisions can be made within the authority of the role.

**5. Specialist Skills and Knowledge**

The essential position requirements include:

- With support from the Conservation and Horticultural Services Team Leader providing direction, leadership and structured training or on-the-job training to Staff, Trainees, Casuals, Volunteers, Students and Contractors, including a thorough understanding of the relevant technology, procedures and processes used within their operating unit,
- Requires an understanding of the role and function of the Conservation and Horticultural Services Team Leader, as well as an understanding of the long term goals of Infrastructure Services, and an appreciation of the long term goals of the wider organisation.
- An understanding of the function of the position within the organisational context, including relevant policies, regulations and precedents.
- A familiarity with relevant budgeting techniques

**6. Management and Interpersonal skills**

The essential position requirements include:

- Managing time, setting priorities, planning and organising one's own work and that of Staff, Trainees, Casuals, Volunteers, Students and Contractors so as to achieve specific and set objectives of the Conservation and Horticultural Services projects and programs in the most efficient way possible within the resources available and within a set timetable,
- This position requires an understanding of and an ability to implement basic personnel policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development,
- Requires the ability to gain cooperation and assistance from others in the administration of defined activities of their role and in the supervision of other employees or groups of employees.
- Ability to write reports in their field of expertise, and to prepare external correspondence of a routine nature.

**7. Qualifications and Experience (Key Selection Criteria)**

Selection of the most suitable applicant will be based on the following:

**Essential**

- Degree or Diploma in Environmental Science, Land Management or related discipline, with little or no relevant experience, or alternatively through lesser formal qualifications in conjunction with relevant work skills, or through relevant experience,
- Demonstrated experience in Bushland Conservation and/or Environmental Management, including experience working with community groups on environmental projects and education programs,
- Demonstrated commitment to the principles of excellence in Customer Service, with experience providing professional environmental education services to schools and other clients across a diverse range of backgrounds,
- Demonstrated well developed skills in oral and written communication, including the ability to effectively use basic computer software and systems including the Microsoft Office suite, in particular MS Outlook and MS Word,
- Demonstrated understanding and knowledge of specific Occupational Health & Safety practices and procedures applicable to the role, including risk minimisation strategies,
- Demonstrated understanding of diversity in the workplace and the community, as well as a commitment to ongoing professional development and education,
- Current Victorian Drivers Licence.

## 7. Notes and Comments

### Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

#### Prepared by:

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

#### Manager:

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

#### Director:

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

#### Position Occupant:

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

### Inherent Physical Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Maree Keenan

December 2016

<b>Cognitive Demand</b>	<b>Yes</b>	<b>No</b>
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others	✓	
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

## APPENDIX 1

### Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Main areas of responsibilities will include but is not limited to:

#### Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

#### Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

#### Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

#### Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge and training.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.