



## POSITION DESCRIPTION

<b>POSITION</b>	<b>Local Landcare Coordinator</b>
<b>BAND / LEVEL</b>	<b>B3/L2/G12/E</b>
<b>PLACEMENT</b>	<b>Part-time. (21 hour/week). Temporary.</b> Until 30 June 2023, with extension optional based on performance and on-going funding.
<b>REMUNERATION</b>	<b>\$71396 (pro rata) + SG</b>
<b>PROBATION</b>	<b>3 Months</b>

### **POSITION PURPOSE/OBJECTIVE:**

Hawkesbury River County Council is a local weed control authority for the local government areas of Blacktown, Hawkesbury, Penrith and The Hills Shire. Our organisation covers one-third of the greater Sydney basin, an area of 3,800km<sup>2</sup>.

Landcare is a community-based approach to managing and restoring our environment and improving the sustainability of our agricultural activities.

The Local Landcare Coordinator will be employed to support the Hawkesbury Landcare Network and achieve the following outcomes:

- Support and increase community participation within the local government areas of Blacktown, Penrith and The Hills Shire.
- Provide support to groups, networks and landholders – extending and their coverage and connectivity.
- Undertake planning, develop partnerships and secure resourcing through project grants and other sources.
- Monitor, evaluate and report on projects and activities using measurable indicators.
- Improve financial sustainability and long-term viability by sourcing external funds (ie government, corporate, philanthropic).
- Effectively participate in natural resource management activities that address critical agricultural sustainability and environmental issues.
- Link to programs of Local Land Services, Local Government and other Government agencies and organisations to develop on-ground natural resource management projects, in line with regional and state strategies.

The Local Landcare Coordinator and their host organisations (HRCC) will be supported in undertaking roles through membership of a regional and state network and by participating in, and contributing to, a state and regional community of practice, coordinated by Landcare NSW.

Attendance at meetings outside of normal work hours may be required. Travel around the region and infrequent travel and overnight stays intra and interstate will be required.

## **EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES: -**

### **ESSENTIAL:**

- Sound understanding of natural resource management issues within the region and empathy with local community.
- Conservation & Land Management Cert III or equivalent
- More than three years relevant professional experience.
- Demonstrated understanding of community engagement processes including consultation, facilitation and conflict resolution.
- Demonstrated experience at achieving measurable results in a professional capacity.
- Demonstrated ability to work with integrity.
- Proven small group project management experience.
- Ability to prepare clearly written reports and grant applications.
- Proficiency in Microsoft Office Software and use of social media in a professional capacity.
- Ability and willingness to work outside office hours to contact landholders and attend community events.
- Current NSW drivers license.

### **RELATIONSHIPS:**

**Reports to:** General Manager

**Key Internal Relationships:** Operations Manager, Weed Control Team Leader, Weed Inspectors, Administration Officer.

**Key External Relationships:** Hawkesbury Landcare Network, NSW Landcare, Hawkesbury City Council, Local Land Services.

### **SPECIFIC RESPONSIBILITIES:**

1. Work under the strategic direction of the Hawkesbury Landcare Network committee action plans.
2. Work under the operational direction of the General Manager and attend weekly one-on-ones (O3's).
3. Increase community participation in Landcare activities within the local government areas of Penrith, Blacktown and The Hills Shire.
4. Facilitate field days and training for the Landcare community.
5. Develop strong professional relationships with representatives from Greater Sydney Local Land Services, Blacktown City Council, The Hills Shire Council, Penrith City Council, NSW Farmers Federation, NSW Landcare and other relevant government bodies.
6. Apply for a minimum of two grant applications per year and achieve external funding for Landcare activities to a minimum of \$5,000 annually.
7. Other roles appropriate to skills and experience as delegated by the General Manager.

### **Workplace Health and Safety (WHS)**

- Act in accordance with the NSW Workplace Health and Safety Act 2011 and Council's WHS Management Plan.
- Comply with councils WHS Management Plan, including but not limited to WHS Policies, Safe Work Method Statements, Risk Assessments / Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities in relation to Landcare and working with volunteers.

### **COMMUNICATION:**

- To maintain communication across networks and stakeholders on a regular basis.
- To meet regularly with the General Manager and Hawkesbury Landcare Network Committee

### **JUDGEMENT & PROBLEM SOLVING:**

This position required to:

- Make decisions in relations to support for Landcare activities and individuals in a transparent and ethical manner.
- To comply with all relevant legislation.
- Follow Council's Policies and procedures.

### **APPLYING FOR THE POSITION:**

Please provide the following:

1. Brief covering letter, outlining why you are seeking this position (max 1 page).
2. Your current resume (max 2 pages).
3. Your claims against each of the "Essential Criteria" (max 4 pages).
4. Contact details of two professional referees.
5. All applications are to be via the SEEK portal. Check <http://hrcc.nsw.gov.au> for direct link.

### **CLOSING DATE:**

Applications must be received by: **11:59pm 9 Sep 2019**

## HRCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

Please contact the WH&S Officer if assistance is required in completing this form.

**Position:** Local Landcare Coordinator

**Responsible Manager/Supervisor:** Chris Dewhurst

**Date:** 14/8/19

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed, ratings as follows:

No Exposure = 0  
Medium Exposure 2 – 4hrs daily = 2

Low Exposure 0 – 2hrs daily = 1  
High Exposure 4 – 8hrs daily = 3

PHYSICAL REQUIREMENTS				WORKING CONDITIONS			
Heavy Manual Tasks	1	Shoveling/Digging	1	<b>CHEMICALS</b>		<b>PHYSICAL</b>	
Light Manual Tasks	1	Pushing loads > 5kgs	1	Dusts	1	Inside Work	2
Repetitive Lifting	0	Pulling loads >5kgs	1	Liquids	1	Outside Work	2
Trunk Twisting	1	Frequent bending/ stooping	1	Mists / Fumes	1	High Temperatures > 38deg	1
Standing for extended periods	2	Sitting for extended periods	3	Gases/Vapours	1	Low Temperatures < 3 deg	1
Kneeling for extended periods	0	Hearing above background noise	0	Odours	1	Operating Machinery	0
Extend arms for reaching	1	Walking on uneven ground	2	Working with Solvents	0	Working Near Machinery	1
Elevating arms above shoulder height	1	Walking for extended periods	2			Working at Heights	0
		Colour Vision	3	<b>BIOLOGICAL</b>		Noisy Work Areas	0
Climbing to access/ exit excavations	0	Depth Perception	3	Possible exposure to Hepatitis A, B, C	1	Vibration	0
Throwing	0	Balancing	1	Pesticide Spraying	0	Confined Spaces	0
Crawling	0	Fine Manipulation	0	Herbicide Spraying	1	Prolonged Driving (periods > 2hours)	1
				Possible exposure to Tetanus	1	Working Alone	3
						Overhead Work	0
<b>USE OF PERSONAL PROTECTIVE EQUIPMENT</b>						Use of Computer for screen based activities.	3
Safety Boots/Shoes	3			<b>BIOMECHANICAL</b>		Prolonged Sitting (periods > 1hour)	3
Dust Mask/ Respirator	0			Repetitiveness	0	Prolonged Standing (periods > 1 hour)	2
Protective Eyewear	1			Fatigue	0	Working near water	2
Ear plugs/Muffs	1						
Hard Hat	1						

**Provide a brief description of the job requirements:** Work with community groups to achieve land management outcomes.