



POSITION DESCRIPTION: Biosecurity Weeds Coordinator

POSITION	Senior Weeds Biosecurity Coordinator (under <i>Biosecurity Act 2015</i>)
BAND / LEVEL	Technical Band 2 Level 3 Grade 10
WAGE PLACEMENT	\$1,373/week (\$71,396 per annum) + SG
TERM	Full Time Temporary, till 30 June 2022 (with optional extension)
NAME	
VERSION DATE	31 July 2019

POSITION PURPOSE/OBJECTIVE

- (i) To coordinate and carry out weed inspection and surveillance operations in areas under Council's jurisdiction utilising a small team of staff.
- (ii) To conduct and record property inspections of land within the County area and advise landowners of weed control planning and techniques.
- (iii) To update all results into the HRCC operational reporting system
- (iv) To undertake weed surveillance and mapping across the county.
- (v) To undertake and or assist with educational and promotional activities.

QUALIFICATIONS/EXPERIENCE/PERSONAL QUALITIES

- (i) Hold Certificate III – Conservation & Land Management (or equivalent)
- (ii) Successful completion of Legal Training for Weeds Officers – Stage 3 (can be achieved post recruitment)
- (iii) A solid experiential and theoretical background in a wide range of weed control strategy and technique.
- (iv) Proven knowledge and understanding of the requirements of the *Biosecurity Act 2015* (NSW).
- (v) Strong organisational, supervision and staff coordination skills.
- (vi) Excellent people skills in relation building professional relationships, providing direction, and communicating results.
- (vii) Strong computer skills, especially in regard to mobile applications, field based mapping, generation of mail outs and generation of reports.
- (viii) Present a good image for Council by displaying a positive attitude to foster good public relations.
- (ix) Display a mature level of judgement with respect to inspections and regulatory activities.
- (x) Capable of independently performing herbicide application tasks (occasional).
- (xi) Chermcert Certificate
- (xii) Drivers Licence



RELATIONSHIPS

Reports to

General Manager

Key External Relationships

Property owners, representatives of Councils and Government agencies, Bushcare & Landcare Groups, West Blue Mountains Regional Weeds Committee

Key Internal Relationships

Authorised Officer, Weed Officers, Administration Officer, Trainees

SPECIFIC RESPONSIBILITIES

1. Undertake inspections of properties and complete reports in accordance with Council operational targets, processes and relevant legislation.
2. Supervise, and train, as required, Council staff in weed control techniques, compliance process and GIS computer mapping.
3. Schedule and plan inspections (3,500+ annually) for all inspectors in accordance with the Biosecurity Act 2015, operational targets, grant commitments, regional and local strategies.
4. Update all results into the HRCC Operational Reporting system.
5. Undertake occasional weed control work in accordance with the requirements of the position.
6. Develop property level weed management plans in accordance with the Biosecurity Act 2015 and operational targets.
7. Promote good weed control practices across the community and develop networks to support this function.
8. Provide direct advice to land owners to assist with weed management.
9. Develop spatial mapping or computer based systems to be used council wide and generate reports and maps as required.
10. Attend regular weekly meetings with General Manager, and monthly Team Meetings.
11. Comply with all legislative requirements, such as:
 - Biosecurity Act 2015
 - Pesticides Act, 1999
 - Workplace Health and Safety Act 2011
 - Protection of the Environment Operations Act, 1997
 - National Parks and Wildlife Act, 1974
 - Threatened Species Conservation Act, 1995
 - Local Government Act, 1993
12. Assist in providing on the job training for weed officers and/or trainees



13. Educate the public (via special events), on the impact of priority weeds on the community, the importance of priority weed control and their control obligations under the Biosecurity Act 2015 (NSW). This role may require occasional work on weekends.
14. Carry out other duties as directed by the General Manager.

WORKPLACE HEALTH & SAFETY STANDARDS

- (i) Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the HRCC WHS Management System
- (ii) Implement, monitor and comply with councils WHS Management System, including but not limited to WHS Policies, Safe Work Method Statements, Risk Assessments / Work Instructions and associated system tools in their relevant work area
- (iii) Adequately familiarise themselves with their WHS responsibilities and actively fulfil these responsibilities
- (iv) Engage in consultation on WHS issues, SWMS and systems as required.

EQUAL EMPLOYMENT OPPORTUNITY STANDARDS

- (i) Demonstrate appropriate knowledge of, and commitment to, equal employment opportunity principles and anti-discrimination law in the workplace. To not engage in any activity that could be deemed discrimination or harassment with other employees or the public under the guidelines of legislation or Council policy.

ESSENTIAL CRITERIA

- Proven experience with a wide range of weed control strategy and techniques
- Conservation & Land Management Cert III or equivalent
- Knowledge of applicable legislation/regulations
- Can effectively use mobile mapping technology to record weeds, inspections, and control then generate reports as required.
- Ability to strategically plan, schedule and meet operational targets.
- Ability to lead staff and communicate targets and goals.
- Ability to work without direct supervision
- Proven ability to provide excellent customer service
- Class 1A Drivers Licence
- Chemcert Certificate
- Ability to work within a team environment
- Availability to work flexible working hours including occasional weekends



PERFORMANCE CRITERIA

- As per Council's performance standards based on relevant metrics such as area surveyed, number of properties inspected, compliance with notices issued and education events held. These are to be communicated with adequate timeframes provided my management
- Instructions by authorised personnel are carried out in a proficient manner
- Works are completed within the scheduled time frame and within budget
- Adhere to WHS guidelines

OUTPUTS

1. Delivery of the following outcomes:
 - Reliable and timely achievement of tasks, duties, responsibilities and operational targets
 - Appropriate and timely customer service
2. Application of professional and technical:
 - Knowledge
 - Skills
 - Programs
 - Registers
3. Collection, assessment, and application of appropriate up-to-date data relating to:
 - Priority weeds
 - Performance against set criteria
 - Performance against allocated resources

COMMUNICATION

- Relay and receive information in regard to issues relative to this position and communicate with other Council Staff and the general public
- As a supervisor, give clearly understood directions
- Provide advice and information to the general public, property owners and Government agencies regarding operational matters



JUDGEMENT AND PROBLEM SOLVING

This position is required to:

- Follow legislative direction.
- Follow Council's Policies and procedures.
- Solve day to day problems associated with the role.
- Make decisions based on legislative, operational planning and policy requirements.

AUTHORITY

This position will have delegated authority conferred by a Council Meeting, and the issue of a "Certificate of Authority" to:

- Conduct and record property inspections of land within the County area and advise landowners of weed control techniques.
- Plan and coordinate the delivery of inspections and surveillance programs to be delivered by other staff.

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.



POSITIONAL PHYSICAL DEMANDS ANALYSIS

POSITION	Senior Weeds Biosecurity Coordinator (under Biosecurity Act 2015)
MANAGER/SUPERVISOR	Chris Dewhurst, General Manager
NAME	
SIGNATURE	
DATE	

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

NO EXPOSURE	0	LOW EXPOSURE	0-2 HRS DAILY =1
MEDIUM EXPOSURE	2-4 HRS DAILY =2	HIGH EXPOSURE	4-8HRS DAILY =3

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