Position Description

Non-supervisory Employees

Position Title	Environmental Project Officer - Contracts
Section	Natural Resource Management
Division	Development and Environment
Reports to	Environmental Operations Coordinator
Grade	10
Employment Status (FT/ PT/Casual/Temp)	FT

Position purpose

The purpose of the role will be to achieve environmental management targets including both flora and fauna through contract management of external contractors and supporting and developing relationships with on-ground environmental volunteers.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Manage weed control and ecological restoration contracts that are associated with public managed bushland sites and offset sites.
- Manage the maintenance of NRM assets including but not limited to fences, koala stiles, and signage.
- Contract management of feral animal control.
- Establish protocols and manage/maintain positive and productive relationships between PMHC and external environmental organisations and volunteers.
- Any other related duties as directed, within the skills and scope of the role.

Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	• I communicate with respect • I constructively contribute to team meetings, toolbox talks and conversations • I share information and ideas with colleagues • I ask questions if I don't understand
Accountability	• I always work in a safe manner, looking after my own safety and the safety of those around me • I am responsible for my own actions • I take initiative to progress my own work • I follow through on my work commitments
Professionalism	• I treat others with respect • I complete my work to the best of my ability • I take pride in my work • I am flexible and responsive to changing work priorities and issues
Integrity	• I act honestly • I understand and follow the law, rules, policies, guidelines and the Code of Conduct • I treat others the way I wish to be treated • I contribute positively to our work
Teamwork	• I look for, and am open to, new and better ways of doing things, together • I am an engaged and enthusiastic team player • I step in to help others when workloads are high • I cooperate with my team members and supervisors

Document Endorsement

Date	28/09/2020	**Group Manager**	Environment & Regulatory
Date	29/09/2020	**Director**	Development & Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____