

DIVISION: Regional City Planning & Assets

POSITION NUMBER: 101305

DEPARTMENT: Sustainability & Environment

CLASSIFICATION: Band 4

ORGANISATIONAL RELATIONSHIP

Reports to: Latrobe Catchment Landcare Network Coordinator

Supervises: N/A

External Relationships: Landcare Organisations and Professionals, Landholders, Natural Resource Management agencies, Industries Groups, State and Federal Government departments, Contractors and Consultants, Schools, Community groups.

POSITION OBJECTIVES

- Building Landcare group and network capacity to enable groups and networks to become sustainable by facilitating information sharing, cooperation, collaboration, and networking.
- Seek out, develop, and support local partnerships, assist groups with priority setting, increase awareness of Landcare in the general community and within Latrobe Catchment and enhance the communication strategies across the network area.
- Develop and maintain partnerships and joint project opportunities with other organisations to ensure the objectives of the Landcare Network Board are fulfilled.
- Support Latrobe City Council in the delivery of environment education programs and indigenous plant nursery operations.

MANDATORY CHECKS

A current Police Records Check.

A current Working with Children Check.

Current COVID-19 vaccination in line with State Government Vaccination Requirements (where applicable).

KEY RESPONSIBILITY AREAS

A. Accountability and Extent of Authority

- In conjunction with the Landcare Network Coordinator, supporting the delivery of relevant Landcare Projects included within agreed Work Plan.
- Assist with the development and delivery of community capacity building activities such as workshops, school-based education programs, field days and seminars.
- Work with local Landcare Groups to facilitate information sharing, cooperation, collaboration and networking amongst Landcare Groups.
- Support the development of on-ground natural resource management projects.
- Assist groups and networks with the development or review of action plans or projects.
- Support groups and develop capacity, as required, to apply for and secure project funding.
- Contribute to production and implementation of Latrobe Catchment Landcare Network (LCLN) communication strategies.
- Assist with the operation and presentation of nursery site.

- Promote appreciation and participation in the preservation and enhancement of natural environment, biodiversity values, parks and reserves.

B. Judgement and Decision Making

- Ability to work towards clearly defined project objectives and regularly adapt approach and process to maintain best practice.
- Capacity for problem solving using with guidance and support from the organisation.
- Undertake site visits and record spatial information via Geographic Information System (GIS), as required.
- Prepare purchase orders/quotes within delegation.
- The Landcare Network Coordinator and Latrobe City Councils' Coordinator Environment is always available for guidance and advice.

C. Specialist Skills and Knowledge

- Understanding of Natural Resource Management principles and practices.
- Understanding of rural communities and their issues.
- Demonstrated experience in effective communication practices, in particular the use of the internet for communication strategies e.g. websites and social media.
- Experience working with volunteer-based committees and organisations.
- Sound level of computer literacy, preferably within the Microsoft office suite of programs
- Ability to undertake site visits and record spatial information via Geographic Information System (GIS), as required.

D. Management Skills

- Well-developed planning and time management skills.
- Ability to represent LCLN on relevant committees in line with the goals and objectives of LCLN.
- Capacity to work autonomously as well as in a team environment.
- Ensure that safe work practices are used at all times and contractors adhere to OH&S policy and procedures.

E. Interpersonal Skills

- Sound written and verbal communication skills.
- Ability to communicate with a range of internal and external stakeholders.
- An ability to add value to work within a trans-disciplinary team environment and develop and nurture effective partnerships.
- In collaboration with the team, demonstrate networking skills to maintain effective and cooperative communication and consultative processes with all stakeholders.

F. Qualifications and Experience

- Formal qualifications in Natural Resource Management or equivalent field or relevant experience in natural resource management, while not essential, would be desirable.
- Sound experience in project management in the natural resource management field is desirable but not essential.
- Relevant experience or education in developing and implementing public education programs relevant to natural resources management or environment sustainability.
- Indigenous plant knowledge and / or plant nursery experience desirable but not essential.

KEY SELECTION CRITERIA

Key Selection Criteria will be based on the skills and knowledge required in relation to:

- Demonstrated knowledge and understanding of the issues related to Landcare and sustainable land management in the Latrobe Catchment Landcare Network area.
- High level written and verbal communication skills and the ability to communicate with a wide range of internal and external stakeholders and nurture effective partnerships.
- Knowledge and understanding of education principles, with particular emphasis on schools.
- Demonstrated understanding of community engagement processes including consultation, effective liaison and ability to work towards shared goals.
- Well-developed time management, planning and priority setting skills.
- Knowledge and understanding in working with volunteer-based committees and organisations.