

## **POSITION DESCRIPTION**

<b>TITLE:</b>	<b>Natural Reserves Officer</b>
<b>CLASSIFICATION:</b>	<b>Band 6</b>
<b>STATUS:</b>	<b>Full Time</b>
<b>BUSINESS UNIT:</b>	<b>Operations – Parks and Services</b>
<b>DATE:</b>	<b>August 2017</b>

## **ORGANISATIONAL CONTEXT**

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

Teamwork:	We work collaboratively to achieve shared goals
Respect:	We value diversity and appreciate others
Accountability:	We are responsible for our actions and behaviours
Communication:	We communicate openly and share knowledge with others
Customer focus:	We consider the needs of others and make a difference for our community

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behavior outline in our Workplace Behaviours policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

## **ORGANISATIONAL RELATIONSHIP**

Reports to:	Parks Services Coordinator
Supervises/Direct Reports:	Natural Reserve Rangers, External service providers
Internal Liaisons:	Parks Services Staff, operations management staff, Environment Unit staff and Other staff across council
External Liaisons:	Other councils, government departments, suppliers, community groups and members of public

## **POSITION OBJECTIVES**

The position will be responsible for delivering all operational aspects of Council's natural system management program including: the provision of leadership to a team of Natural Reserve Rangers in accordance with best practice flora and fauna management techniques. While encouraging appropriate work practices within the team to maximize staff and public safety and minimise environmental impacts during maintenance programs.

## **KEY RESPONSIBILITIES AND DUTIES**

- Take a primary role in the delivery of Council's operational programs for natural reserves and high conservation roadsides.
- Develop and coordinate pilot programs for natural systems.
- Assist in the liaison with State Government departments, agencies, groups and individuals on natural systems activities.
- Educate and promote topical natural systems issues with Councillors, Senior Leadership Team, staff and community.
- Assist in the development of policies and strategies to guide the responsible management of natural reserves and roadsides.
- Provide guidance to volunteers and monitor their safe work practices including attending and supervising on weekends (as directed)
- Oversee operational works and projects including developing annual works plans, appointing and overseeing contractors and monitoring on ground works for natural system assets
- Represent Council on external working groups and committees as relevant to this role.
- Monitor budget expenditures related to natural systems programs including external grant opportunities.
- Assist the development and implementation of systems to capture biodiversity assets including threatened species records.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Demonstrate personal and professional integrity at all times consistent with the Cardinia Shire Council values
- Be accountable for own decisions and actions
- Take personal responsibility in meeting role, team and organisational objectives
- Effect of decisions and actions taken are subject to review by the Park Services Coordinator.
- Freedom to act set by clear objectives and/or budgets, with a regular reporting mechanism to ensure adherence to goals and objectives.

## **JUDGMENT AND DECISION MAKING**

- Tasks to be performed may involve selection from a range of existing techniques, systems, equipment, methods or processes in a defined range of recurring work situations.
- Guidance and advice is usually available within a time to make a choice.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Demonstrated knowledge and interest in natural resource management including indigenous flora and fauna conservation.
- Demonstrated knowledge in pest plant management techniques, programs, pest animal control, wildlife monitoring, plant ecology and fire management techniques.
- Knowledge of relevant procedures and legislation
- Demonstrated ability to work with the community
- Safe and competent operation of a variety of tools, plant and mechanical equipment.,
- Ability to provide suitably balanced outcomes involving both cultural and natural heritage
- Ability to develop and monitor budget expenditures related to natural systems programs including external grant opportunities.

- Understanding of information technology as effective tools to collect and analyse data, produce reports, control costs and manage contractors.

### **INTERPERSONAL SKILLS**

- An effective team player.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Ability to maintain confidentiality at all times.
- Good communication skills.
- Ability to develop options, solve problems and be flexible as required.
- An enthusiastic 'people' person
- A 'can do' attitude, hands on and practical, results orientated

### **MANAGEMENT SKILLS**

- Ability to plan, organise, set priorities and manage time, so that organisational resources are optimised and objectives are achieved within a timetable.
- Ability to operate in an environment with demanding workloads and time constraints.
- Ability to work independently yet is an effective member of a multidisciplinary team
- Ability to supervise a team and plan and direct their work.
- Ability to manage and direct volunteer and community groups in bushland management techniques.

### **QUALIFICATIONS AND EXPERIENCE**

- Proven experience in leading a team of people.
- A tertiary qualification in natural resource management or a related discipline.
- Demonstrated knowledge and experience in natural resource management, flora and fauna conservation.
- Experience in government or community-based environmental management fields.
- Current Victorian Driver's License.
- Experience in the use of a variety of tools, plant and mechanical equipment.

### **KEY SELECTION CRITERIA**

- Demonstrated experience in developing and leading a team
- A tertiary qualification in natural resource management or a related discipline.
- Demonstrated knowledge and experience in natural resource management, indigenous flora and fauna conservation. and weed species treatments.
- Demonstrated experience engaging and working with the community and contractors.
- Current Victorian Driver's License and associated industry licenses and tickets.
- Demonstrated experience developing and overseeing operational works including developing annual works plans, developing and overseeing budgets and monitoring on ground works
- Ability to contribute to change processes that work to deliver desired organisational change.

### **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2014 and Cardinia's policies and procedures.

**Tenure** This is a full time ongoing role

**Police Record check** Appointments are subject to a satisfactory National Police Record Check.

Police Record Check.