



## POSITION DESCRIPTION

### BIODIVERSITY OFFICER

#### NATURAL AREAS AND BIODIVERSITY UNIT

##### POSITION DETAILS

<b>Position No.</b>	000591	<b>Directorate</b>	Environment, Development & Community
<b>Employment Status</b>	Full time	<b>Location</b>	Municipal Depot
<b>Unit</b>	Natural Areas and Biodiversity Unit	<b>Classification</b>	Professional Officer, Level 2

##### POSITION OBJECTIVE

The key objectives of this position are to:

- Actively participate in the protection, conservation and restoration of Kingborough's natural areas network, native habitats, ecosystems and constructed wetlands.
- Develop, implement, maintain and review Natural Areas and Biodiversity (NAB) projects for Council including a strategic weed management program, ecological restoration projects and waterway and coastal zone management.
- Provide strategic guidance, training and technical support within Council for the development of works programs consistent with environmental best practice, NAB strategies and relevant statutory requirements.
- Develop, facilitate and review the implementation of management plans, strategies and environmental management systems to assist Council in the management of natural areas and habitats.
- Provide support, training and technical advice to Landcare and community groups, environmental volunteers and landowners. Support groups to work effectively within health and safety guidelines.

## KEY FUNCTIONS AND RESPONSIBILITIES

- Work with the NAB team to design, manage, implement, monitor and review the ongoing delivery of projects within Council.
- Coordinate the development and implementation of municipal Weed Management Strategies, undertake strategic weed management activities and provide Council and the community with weed management education and advice.
- Coordinate and support contractors, environmental work crews, Council staff and volunteers to maintain Council's natural area reserves, constructed wetlands, coasts, waterways and restoration sites.
- Develop, implement and review relevant strategies and management plans and to identify prospective projects.
- Actively seek grant funds and partnership opportunities to undertake projects both within Council's natural areas network and on other tenures.
- Provide technical advice, logistical support and training opportunities to Landcare groups, landowners and Council staff.
- Perform duties as an Authorised Weed Inspector under the *Weed Management Act 1999*.
- Provide day to day supervision and guidance for Council's Weeds Crew and coordinate their annual work program.
- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

**Work Health and Safety:** To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Authority and accountability:** Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to the Coordinator of the NAB Unit may be necessary.

**Judgment and problem solving:** Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from the Coordinator NAB.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

1. **Internal** – This position works mostly with colleagues from the NAB Unit.
2. **External** - Community groups, volunteers, landholders, government agencies, members of the public, consultants, contractors, environmental NGOs, Government agencies.
3. **Direct Reports** - This role reports to the Coordinator NAB. The position provides day to day supervision of the Senior Weed Officer and Weed Officer. The position may be required to provide guidance and support to volunteers and others involved in environmental and landcare activities.

## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

- A relevant tertiary qualification in Environmental Science or Natural Resource Management or a related discipline.
- High level research skills and applied knowledge of the natural systems, landscapes, weeds and flora and fauna of southern Tasmania.
- Demonstrated experience in developing conservation management plans and natural resource management projects including on-ground project implementation and maintenance.
- Practical experience and knowledge in bushland conservation, strategic weed management and regeneration practices. Experience and accreditation, or the ability to gain accreditation, in the use of a range of appropriate equipment and chemicals used in natural resource management (e.g., chainsaws, brush cutter, spraying equipment etc).
- Comprehensive experience in project management from inception to report delivery and grant administration.
- Confidence in dealing with the public and community groups, including good negotiation, verbal and interpersonal skills.
- Sound organisational and time management skills, ability to work independently and demonstrated capacity to work well within a coordinated team.
- Competent in the use of Geographic Information Systems.

### **Licences**

- White Card
- Current unrestricted motor vehicle driver's licence.

**Desirable**

- A sound working knowledge of policy, legislation, Australian Standards, and statutory responsibilities relevant to the role.
- Practical experience and knowledge in river restoration techniques and coastal management.
- Current First Aid Certificate