

BUSHLAND AND WETLAND OFFICER



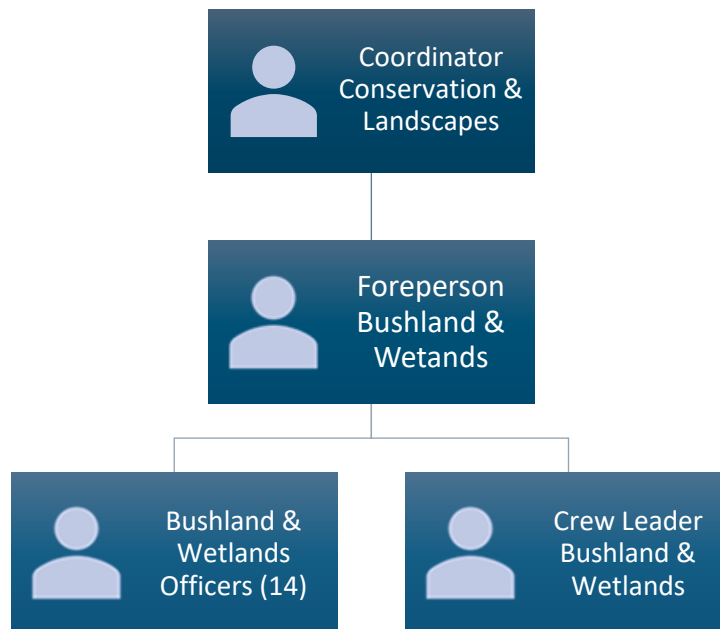
Position Number:	Various
Banding/Remuneration:	Band 4
Division/Branch:	City Services / Horticulture Services
Reports To:	Foreperson Bushland and Wetland Maintenance
Date Approved:	October 2024

Position Objectives:

To deliver best practice proactive and reactive maintenance of Council's natural reserve areas working within a collaborative team-based environment that enhances biodiversity outcomes.

This position provides timely, excellent customer service to internal and external customers, stakeholders, and agencies which prides itself on delivering best value outcomes for the Community.

Team Structure:



Key Responsibility Areas:

- Maintain a wide range of natural reserve areas using well-developed natural resource management techniques. Tasks include but are not limited to:
 - Revegetation and indigenous garden bed maintenance
 - Riparian and wetland maintenance
 - Remnant area maintenance
 - Monitoring, protecting, and enhancing flora and fauna communities
 - Erosion control
 - Fire fuel reduction and fire patrols
 - Weed control
 - Indigenous planting and seedbank programs
 - Environmental community group activities
- Understand and provide service standards consistent with Councils Environmental Strategies, Plans, Policies as well as meeting wider Organisational requirements and objectives. Maintain a high level of customer service in a manner consistent with Council's policies and procedures.
- Work cooperatively with team members, stakeholders and contractors

Recording and Reporting

- Utilise Council's corporate systems to record, manage and distribute correspondence, customer requests and works within areas of responsibility.

Occupational Health and Safety

- Ensure relevant OH&S and Chain of Responsibility policies, procedures and prevention measures are consistently adhered to in your duties and within the team.
- Ensure all PPE is utilised relevant to the task and appropriate attire is worn for the position.
- Ensure hazards, incidents, near misses and injuries are reported immediately.
- Application of traffic management and control procedures for worksite maintenance activities in accordance with road traffic and signage laws.

Accountability and Extent of Authority:

- Accountable for quality and quantity of work performed within the constraints of available resources and timeframes
- Oversee other staff to perform maintenance activities and coordinate volunteers such as community planting days/ friends' groups where specialised qualifications, skills and experience are required
- Operation and minor maintenance of equipment.
- Actively participate within the organisation, appreciating the long-term goals of the wider organisation.
- Participate in self-development opportunities provided by council.
- Commitment to keep informed of new technology in the Horticultural Industry and other aspects relating to this position.
- Ongoing communication with the People leader supervisor to ensure an agreed approach to achieve established performance standards
- Adherence to all requirements set out in Key Responsibility Areas.
- Ability and willingness to complete other duties as required.

Judgement and Decision Making:

- Prioritise and carry out work within the parameters of work programs consistent with qualifications and experience to solve problems that meet service level standards
- Demonstrate problem-solving skills to achieve personal and teamwork targets.
- Carry out site analysis to determine to best method and order of task completion to suit site conditions.
- Implementation of a planned approach for seasonal activities in consultation with the supervisors
- Clarification or advice is sought from People Leader where situations are beyond the normal level of authority, qualification, or skill level appropriate for this position.

Specialist Knowledge and Skills:

- Proficiency in the operation of more complex equipment & knowledge of specialised techniques, which require the exercise of judgment and adaptation, associated with natural reserve maintenance and enhancement.
- Excellent indigenous and weed plant identification skills, E.V.C understanding and management principles.
- Thorough understanding of both selective and non-selective herbicides, their application and impacts on the natural environment.

Management Skills:

- Nil management skill required for this position band

Interpersonal Skills:

- Ability to work through and solve problems by discussion and negotiation within a set timeframe both internally & externally of a routine nature.
- Be flexible and responsive in a team-based & customer focused environment.
- Excellent communication skills to successfully foster relationships within the workplace.

Qualifications and Experience:

- Diploma in Natural Resource Management or equivalent with demonstrated experience, or
- Trade certificate or equivalent qualifications in Natural Resource Management with demonstrated extensive experience, or Extensive experience equivalent to Diploma level
- ACUP, Farm Chemical Users Certificate or equivalent
- Current Victorian driver's license

Key Selection Criteria:

- Qualifications and practical experience in natural resource management relevant to the position
- Effective communication of both an internal & external nature.
- Proficient Decision making ability as outlined in Specialist knowledge & skills
- Demonstrated experience and adaptability to Achieving team goals
- Demonstrated commitment to excellence in Customer service delivery

Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Community Services

Our Vision: "To be the most liveable city in Victoria"

Our Mission: "Make a difference through commitment, leadership and expertise."

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**
We work collaboratively to achieve shared goals.

Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.

We are committed to being a child safe organisation and have zero tolerance to child abuse.