



POSITION TITLE	Bushland Conservation Officer
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021 to 2023 Band 3
DIRECTORATE	Planning and Infrastructure
BUSINESS UNIT	Outdoor Operations – Natural Resources
REPORTS TO	Team Leader Parks and Natural Resources
SUPERVISES	Nil
EMPLOYMENT STATUS	Full time
DATE	November 2022
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

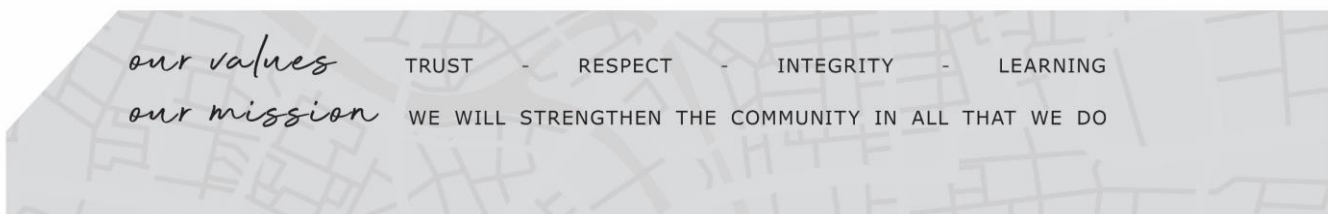
To provide a presence in the city’s environmental reserve network, undertaking regular monitoring of the reserves, providing information to visitors and regulating visitor behaviour.

To provide ongoing protection, enhancement and maintenance of the city’s environmental reserve network including indigenous plants and animal habitats.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

Key responsibilities

Bushland:



- Assist in the implementation and maintenance of vegetation management plans for each environmental reserve.
- Repair, replace and monitor fences and gates to ensure stock remain within council property.
- Repair, replace and monitor water troughs and other water infrastructure assets.
- Assist in the planning, implementation and maintenance of re-vegetation and regeneration projects.
- Identify, control and monitor pest plants and animals.
- Inspect bush land sites and report damage and schedule repairs.
- Assist in the capital improvement projects such as the development of walking tracks, signage and park furniture.
- Liaise with environmental reserve lessees to ensure grazing activities are being performed in accordance with the lease agreement.
- Assist in the identification, documentation, location (GPS) and monitoring of indigenous plants and animals at environmental reserves.
- Assist in the management and maintenance of cultural heritage sites.
- Assist with fire management activities.
- Assist with the development, implementation and auditing of Vegetation Offset Management Plan (VOMP) sites to determine specified outcomes have been achieved.
- Collect and remove litter and debris from environmental reserves.
- Assist in the development of interpretive material for natural, historic or cultural features.

Administration:

- Assist with the documentation by dating and signing off on all maintenance tasks performed at each environmental reserve.
- Assist in the programming of regular maintenance visits for each and every site to ensure the specified maintenance standards are achieved.
- Participate in the development of your own work plan in conjunction with your immediate supervisor and complete the appropriate tasks as listed on your work plan by the due dates.
- Assist with the completion of customer service requests ensuring they are completed by the due by date, and returning the request to your supervisor as soon as the work has been completed.
- Participate in the selection of vehicles, plant and or equipment for use in environmental reserve maintenance.
- Complete timesheets on a daily basis that document the activity performed, appropriate ledger number, hours worked against the task and any plant item used. Ensure that you sign the timesheet and return to your supervisor for their approval at the end of each pay period.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	<p>Talk straight – Say what you mean and mean what you say</p> <p>Create transparency – Do not withhold information unnecessarily or inappropriately</p> <p>Right wrongs</p> <p>Practice accountability – Take responsibility for results without excuses</p> <p>Extend trust – Show a willingness to trust others, even when it involves a measure of risk</p>
Respect	<p>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</p> <p>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</p>
Integrity	<p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation’s objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p> <p>Speak of those that are absent only in a positive way</p>
Learning	<p>Work together and learn from each other</p> <p>Continuously improve and innovate</p> <p>Be open to change</p> <p>There is a high degree of responsibility for results – delivery without excuses</p>

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Be organised and prioritise daily and weekly activities.
- Determine appropriate action, perform tasks according to established practices and procedures and escalate issues appropriately.
- Ability to use judgement to make decisions on the selection of the best method, process or equipment from a range of available alternatives to meet the objectives of the work and to quantify the amount of resources required to meet these objectives.

SPECIALIST KNOWLEDGE AND SKILLS

- Experienced in the use of IT systems and processes to foster business unit and workplace objectives.
- Understanding of the importance of good record keeping and the ability to effectively use council’s

document management system.

- Relevant mechanical and technical skills enabling the safe and competent operation of small plant and equipment.
- The ability to safely select, handle and apply chemicals.
- The ability to use documented policies and procedures to obtain required outcomes.
- The ability to safely operate tractors and tractor-mounted equipment.
- Basic mechanical knowledge.

MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks.
- Meet deadlines, as discussed with the supervisor.
- Receive and follow directions from a supervisor and seek workload management support when required.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk and consider it when performing work
- Take care of own safety and wellbeing and that of other staff, and follow OHS procedures.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Manage own time effectively, and work to deadlines.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform and use any personal protective equipment prescribed for the position and particular work duties.
- Ability to manage own time, and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ability to provide contractors with on-the-job training and guidance if required.

INTERPERSONAL SKILLS

- Work cooperatively as part of a team.
- Maintain confidentiality as required.
- Document work according to established practices.
- Communicate effectively with other employees and external stakeholders.
- Gain cooperation and assistance from others (including other employees).

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.

- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Appropriate technical and/or trade qualifications in park management, horticulture, bush land and or natural resource management or similar;
- Knowledge and experience in conservation maintenance, environmental works, procedures and operation of bushland reserves;
- Knowledge and experience in the maintenance of fencing, gates, park furniture and other park infrastructure;
- Demonstrated experiences as a park ranger desirable;
- Knowledge, skills and experience in controlling pest plants and animals.
- Level two first aid;
- Occupational health and safety induction card;
- Farm chemical user's certificate;
- Chainsaw user's certificate, level one cross cut;
- 4WD training and or experience; and
- High risk work license (forklift).

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Certificate I or II in conservation and land management, or equivalent, and demonstrated experience in the maintenance of native vegetation;
2. Experience with the management of stock animals, and the replacement and repair of farm infrastructure including fences, gates and water troughs;
3. Demonstrated ability to use hand and power equipment, such as chainsaws, small pumps, and generators, in the delivery of natural resources management outcomes;
4. Training and experience in the identification and control of pest plant and animals including significant experience identifying and spraying weeds; and
5. Ability to contribute to the development of systems and processes to facilitate improved environmental outcomes.
6. Ability to work as part of a team and or independently away from town centre and established facilities.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.		PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	
		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.			

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
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Build and Enhance Relationships

Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
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Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
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Future Focus	
Looks for improvements and is adaptable to change.	<ul style="list-style-type: none"> • Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required

People Development	
Welcomes opportunities for learning and self-development.	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements

Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care

Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Slashing	The slashing of grass	<ul style="list-style-type: none"> Safely operating out front mower, brush cutter, and tractor mounted slasher Safely maintain above equipment Walking on uneven surfaces Driving manual company vehicles 	Standing				X
			Sitting		X		
			Walking				X
			Lifting up to 20kg			X	
			Carrying up to 20kg over 50m		X		
			Pushing		X		
			Pulling		X		
			Bending			X	
			Twisting			X	
			Squatting		X		
			Kneeling		X		
			Reaching			X	
			Fine motor		X		
			Gripping				X
			Neck postures				X
			Decision making		X		
Problem solving		X					
Prioritisation		X					

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Preparation and planting / revegetation watering	The preparation of areas for planting of new plants shrubs and trees	<ul style="list-style-type: none"> • Safely using rake, shovel, broom • Safely operating motorised rotary hoe • Walking on uneven ground • Repetitive twisting, bending, squatting, kneeling, pushing, pulling • Hammering stakes • Guard construction • Pulling hose reel • Driving manual company vehicles • Hitching trailer 	Sitting		X		
			Standing				X
			Walking			X	
			Lifting up to 20kg			X	
			Carrying up to 20kg over 50m			X	
			Pushing			X	
			Pulling			X	
			Climbing		X		
			Bending			X	
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Reaching			X	
			Gripping				X
			Fine motor		X		
			Neck postures				X
			Decision making			X	
Problem solving			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Shrub and plant maintenance	The upkeep of existing plantings	<ul style="list-style-type: none"> • Safely using rake, shovel, broom, secateurs • Walking on uneven ground • Repetitive twisting, bending, squatting, kneeling, pushing, pulling • Guard and stake removal • Driving manual company vehicles 	Standing			X	
			Sitting		X		
			Walking			X	
			Lifting up to 10kgs			X	
			Carrying up to 10kgs over 100m			X	
			Pushing		X		
			Pulling		X		
			Climbing		X		
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling		X		
			Reaching			X	
			Gripping			X	
			Fine motor		X		
			Neck postures				X
			Decision making			X	
Problem solving			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Weed control / spraying	The removal and disposal of weeds within garden beds, including management of weeds, insecticides, and fungicides	<ul style="list-style-type: none"> • Safely using rake, shovel, broom, hand hoe, mattock, secateurs • Carrying knapsack sprayer up to 20kgs • Pushing and pulling spray tank • Pumping hand operated sprayer • Extended periods of walking • Walking on uneven ground • Repetitive twisting, bending, squatting, kneeling, pulling • Driving manual company vehicles • Pulling hose reels • Chipping using rake hoe • Safe operation of chainsaw and handsaw • Dabbing trees using chemicals 	Standing			X	
			Sitting		X		
			Walking			X	
			Lifting up to 20kgs			X	
			Carrying up to 20kgs over 50m		X		
			Pushing			X	
			Pulling			X	
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling	X			
			Reaching			X	
			Gripping				X
			Fine motor		X		
			Neck postures				X
			Decision making			X	
Problem solving			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Trail maintenance	The maintenance of existing trails	<ul style="list-style-type: none"> • Safely using secateurs and hand shears • Safely lifting and operating pole saw and chainsaw • Sustained work above shoulder height • Moving of logs • Extended periods of walking • Walking on uneven ground • Driving manual company vehicles 	Standing			X	
			Sitting		X		
			Walking			X	
			Lifting up to 20kgs			X	
			Carrying up to 20kgs over 50m			X	
			Pushing		X		
			Pulling		X		
			Twisting			X	
			Squatting		X		
			Kneeling	X			
			Reaching			X	
			Gripping			X	
			Fine motor		X		
			Neck postures				X
			Decision making			X	
			Problem solving			X	
Supervision of others			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Fencing	The preparation and construction of fences	<ul style="list-style-type: none"> • Safe use of fencing hand tools (wire cutters, wire strainers, pliers etc.) • Wire spinner operation, including pushing pulling and lifting (two person lift) • Safe operation of pneumatic, manual, and petrol post rammers • Sustained work above shoulder height • Driving manual company vehicles 	Standing			X	
			Sitting		X		
			Walking			X	
			Lifting up to 25kgs			X	
			Carrying up to 25kgs over 50m			X	
			Pushing		X		
			Pulling		X		
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling				
			Reaching			X	
			Gripping				X
			Fine motor		X		
			Neck postures				X
			Decision making			X	
Problem solving			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Depot operations	The cleaning of shed areas- sweeping, removal of rubbish and old pallets to transfer station, tidying generally	<ul style="list-style-type: none"> • Safely entering and exiting fork lift • Safely operating a forklift • Safely using brooms, shovels and rakes • Tidying of guards, stakes etc • Plant and fleet maintenance • Completion of time sheets 	Sitting		X		
			Standing			X	
			Walking			X	
			Lifting <15 kg		X		
			Carrying < 15kg		X		
			Pushing		X		
			Pulling		X		
			Bending		X		
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Reaching				
			Gripping				
			Fine motor		X		
			Neck postures				X
			Decision making		X		
			Problem solving		X		
Prioritisation			X				