



Vegetation Rehabilitation Officer

POSITION DESCRIPTION

Position Number:	3735
Portfolio:	Communities
Business Unit:	Development and Environment
Team:	Natural Resource Management
Position Status:	Temporary Full Time (up to July 2026)
Classification:	QLGIA (Stream A) Level 3
Reports To:	Vegetation Rehabilitation Technical Officer
Revised:	October 2024

General Position Statement:

This position supports Council's direction by providing land rehabilitation services and protected plant mitigation activities in a professional, efficient and confidential manner ensuring the development of good working relationships with all employees, commercial/corporate partners and the public.

Specific Responsibilities:

This position has the following responsibilities:

1. Support resident groups to undertake rehabilitation activities in selected areas in the shire and as required, liaise with Council and the wider community (schools, environmental groups and volunteers) on rehabilitation projects.
2. Act with a degree of initiative to assist the team and carrying out a range of administrative duties including drafting and preparation of correspondence, reports and presentations and recording of rehabilitation activities and associated resident group involvement.
3. Liaise with and implement rehabilitation projects with Council, the Community (including schools, environmental groups and volunteers) and private industry.
4. Assist the supervisor, as required, to monitor work programs of relevant employees, contractors, community funded program participants, and volunteers for rehabilitation and endangered vulnerable and threatened plant salvage projects.



5. Act as a first point of contact for customers and attempt to resolve issues prior to escalating them to a senior officer.
6. Action operational/service related complaints and issues effectively to ensure prompt identification and close out.
7. Ensure work is carried out in a safe and competent manner in accordance with the Work Health and Safety Act, Regulation, Standards and Council's policies and procedures and the *Environmental Protection Act* and Regulation.
8. Participate in the annual performance review process and contribute to identifying future training requirements.
9. Provide support, guidance and information to community participants, volunteers and employees.
10. Act with a high level of judgement, initiative, confidentiality, and sensitivity when conducting work activities.
11. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
12. Refer matters which may impact upon the business, Council and employees to the relevant Supervisor or Manager.
13. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Ability to identify local floral species and apply propagation, seed collection knowledge and rehabilitation techniques.
2. Thorough knowledge of work activities performed within the team and a sound knowledge of procedural and operational methods of the work area.
3. Well-developed communication (verbal and written) to conduct research and draft replies to correspondence, reports and other documentation and effective interpersonal skills to provide high level customer service.
4. Good conflict resolution and negotiation skills to effectively assist internal and external customers and resolving issues or concerns prior to escalating to the supervisor.
5. Solid time management, planning and organisational skills.
6. Ability to effectively operate Council's computer systems including Finance One, Council's corporate record management system and the Microsoft Office Suite.





Mandatory Qualifications, Licences and Experience

1. Certificate III in Horticulture or Conservation and Ecosystem Management (or similar) and/or demonstrated relevant work experience, knowledge and skills attained from working in a similar position.
2. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making actions.

Physical Requirements

1. Ability to work in an outdoor environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.





Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Acting General Manager Communities
Signature:	
Date:	21 October 2024
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



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SELECTION CRITERIA

Position Number:	3735
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Classification:	QLGIA (Stream A) Level 3
Reports To:	Vegetation Rehabilitation Technical Officer
Revised:	October 2024

Please address each of the selection criteria below in your application:

1. Mandatory qualifications and experience:
 - Certificate III in Horticulture or Conservation and Ecosystem Management (or similar) and/or demonstrated relevant work experience, knowledge and skills attained from working in a similar position.
 - Possess and maintain a current motor vehicle driver licence.
2. Ability to identify local floral species and apply propagation, seed collection knowledge and rehabilitation techniques.
3. Well-developed communication (verbal and written) to conduct research and draft replies to correspondence, reports and other documentation and effective interpersonal skills to provide high level customer service.
4. Good conflict resolution and negotiation skills to effectively assist internal and external customers and resolving issues or concerns prior to escalating to the supervisor.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.