

POSITION DESCRIPTION

POSITION TITLE	Bushcare Officer Trainee
DIRECTORATE - SECTION	Asset Services - Parks & Environment
LEVEL - EBA	2 - Operational
RESPONSIBLE TO	Senior Projects Officer – Natural Areas

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

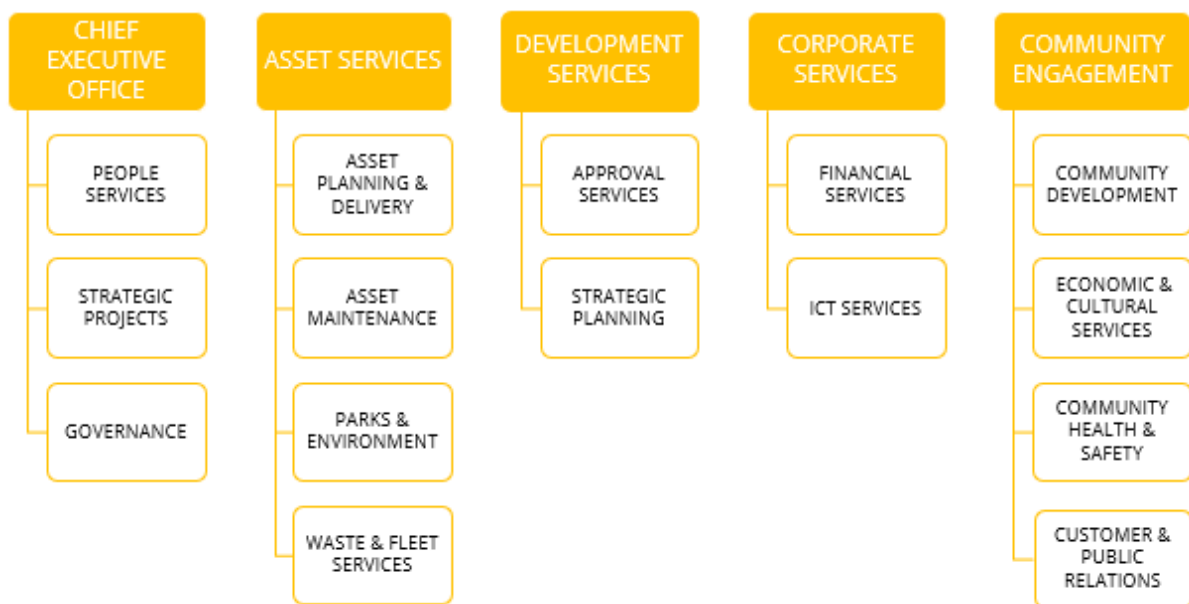
OUR VALUES

SERVICE Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.

PROFESSIONALISM Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.

QUALITY Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

- Gain knowledge of, and provide assistance to, the operational management of the City's Local Natural areas with the aim of protecting and enhancing the local biodiversity features of the natural landscape. A key component of this service delivery will be engaging meaningfully with local community and particularly, our local Aboriginal Community.
- To provide assistance, under supervision, with day-to-day operations, project implementation, project monitoring and development of an annual work plans.

KEY RESULT AREAS

The Bushcare Officer Trainee is primarily involved in assisting with the on-ground implementation of reserve management plans, environmental projects and environmental restoration activities. Regular activities to be undertaken by this position include, but are not limited to, rubbish removal, chemical and manual weed control, dieback treatment, erosion control, revegetation and liaising with environmental volunteers.

ENVIRONMENTAL PROGRAMS

Assist in the delivery of City's environmental programs including;

- Reserve Management
- Plants for Residents
- Friends Group
- Adopt-A-Patch
- Invasive Species Control
- Community Education and Engagement

ENVIRONMENTAL PROJECTS

Assist the Bushcare Officer in the delivery of the City's environmental projects including, but not limited to, the following activities:

- Mapping weeds and other key ecological and environmental parameters to allow sound project planning and development
- Undertaking vegetation assessments to create species lists for revegetation projects
- Undertake project monitoring including photo-monitoring, revegetation monitoring and weed control monitoring
- Undertaking dieback treatment as identified in Dieback mapping and planning; and
- Undertake weed control in areas identified in weed mapping and planning.

MANAGING THE NATURAL ENVIRONMENT

Assist the Bushcare Officer to undertake the following:

- Implement actions and guidelines identified in the annual works plan and reserve management plans
- Encourage public participation in natural resource management
- Liaise and work with Friends Group volunteers to undertake bushcare activities which protect and enhance the City of Kalamunda's Local Natural Areas
- Monitor and evaluate the progress of bushland management activities being undertaken by Friends Groups and the City
- Reporting ecological threats to the City's Natural Areas to the Coordinator Natural Areas.

CUSTOMER SUPPORT

Assist the Natural Areas Management team to:

- Provide information to the community on current and proposed environmental programmes and projects and environmental issues throughout the City
- Liaise and work collaboratively with Environmental volunteers
- Assist in the maintenance of relationships with local community groups and environmental contractors.

ADMINISTRATION

Assist the Natural Areas Management team to:

- Record bush care activities in the appropriate format for reporting purposes
- Assist with general administration activities as required and directed by the Senior Projects Officer Natural Areas and Bushcare Officer

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Completion of Year 12 or equivalent.
- Willingness to work towards a Certificate III in Conservation and Ecosystem Management.

SELECTION CRITERIA

1. A passion for learning about our organisation, our community and managing our local natural environment.
2. Ability to follow instructions.
3. Ability to work as part of a team.
4. Good written and verbal communication skills.
5. Basic computer skills.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Constant, repetitive walking, squatting, kneeling, bending, standing and negotiating uneven ground & level surfaces
- Intermittent sitting (during driving) & standing/bending/trunk rotation
- Climbing in & out of vehicles, steps and ladders; accessing toolboxes and back of vehicle for equipment
- Carrying equipment up to 20 kgs
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator-Natural Areas
DATE PD REVIEWED/APPROVED: 27 May 2024
