

Nillumbik Shire Council Position Description

Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik’s vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation’s values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

Nillumbik’s values

- Respect 

- Integrity 

- Collaboration 

- Adaptability 

- Community 

Our Customer First Commitments

1. Empathetic

2. Consistent

3. Effective

4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
Empathy	We listen, understand and respect our customers
Consistent	We provide accurate, timely and transparent information
Effective	We focus on quality processes and outcomes
Simple	Our processes, documentation and information are easy to obtain and follow

Nillumbik Shire Council Position Description

Position Title:	Environmental Works Officer – Friends Groups
Position Number:	0833
Classification:	Band 5
Tenure:	Permanent part time (0.289 FTE/ 11 hours per week)
Directorate:	Planning, Environment and Strategy
Department and Unit:	Strategic Planning and Environment
Reports To (Title):	Coordinator Environment Works and Land Management
PD approved by (Manager or Director Title):	Manager Strategic Planning and Environment
Date approved by Manager or Director:	October 2023
Date approved by HR:	October 2023

1. Position Purpose

This position sits in the Environmental Works and Land Management team, part of the Strategic Planning and Environment unit, which is responsible for managing Council's environmentally significant reserves and wetlands as well as providing support for more than 20 volunteer groups working to protect and enhance biodiversity in environmental reserves.

2. Position Objectives

The objectives of this position are:

- To ensure that the biodiversity values and ecological integrity of Council's bushland reserves and wetlands are enhanced and protected
- To ensure that community environmental groups working within Council's bushland reserves or wetland reserves are supported, and the broader community is engaged to value these reserves.
- To ensure that the broader community of Nillumbik is engaged, educated and involved in opportunities to protect and enhance bushland reserves and wetlands.
- To provide advice on environmental issues to the community, other Council Departments and utilities.

This position is responsible for 'Friends of' environmental reserves volunteer activities which are aligned with Council's environmental reserve management programs; ensuring volunteer groups are appropriately trained and resourced; and that they are safe while undertaking agreed works.

3. Key Result Areas

The core responsibility of this role is to liaise with volunteers and ensure that groups' tasks are planned, that they are appropriately resourced and have the training required to carry out tasks effectively and safely.

3.1 Friends Group and Project Support

- Provide technical advice regarding land management issues and conservation projects to community groups and volunteers.
- Assist, supervise and provide information to volunteers attending Friends Groups activities.
- Provide administrative support and assistance to the team as required, including induction of environmental volunteers within Council's volunteer management system.
- Liaise with Friends Groups Conveners, to help plan group activities, provide technical advice and assist with grant applications and site plan preparation.

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- Contribute to, liaise and participate with the team, contractors and other Council staff as required.
- In collaboration with Environmental Works Officers and under the direction of the Coordinator Environment Works and Land Management monitor the schedule of upcoming 'Friends of' events and training including promoting externally.
- In collaboration with Environmental Works Officers and the Coordinator Environment Works and Land Management, develop works plans, for 'Friends of' environmental reserves volunteers which align with Bushland Reserves Management system.

3.2 Continuous improvement

- Contribute to the identification of processes or land management initiatives that will assist in improving the operation of the Environmental Works team and management of Council's significant reserves.
- Assist in the development of monitoring and review mechanisms to measure progress in achieving improvement to Council's significant reserves.
- Participate in reviews of internal environmental systems and information media, such as referrals, brochures, help sheets and website.

3.3 Customer service and relationships

- Ensure that Council's objective of customer service excellence is reflected in day to day operations by providing responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.
- Establish working relationships that support a collaborative working environment.
- Fosters and builds relationships at all levels throughout the organisation.
- Contribute to a positive workplace by communicating with and respecting colleagues and participating in team meetings, workshops and events.

3.4 People, culture, safety, health and wellbeing

- Demonstrate organisational values and actions that align with the organisation's expectations and vision.
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments.
- Create, maintain and foster a safe work environment at all times and perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan.

3.6 Legal Compliance

- Maintains an awareness of and adheres to relevant Acts, Regulations, Council policies and procedures relevant to the duties undertaken, including:
 - Equal Employment Opportunity, supporting equity and fairness
 - Occupational Health and Safety, supporting a safe workplace
 - Risk Management, reducing the opportunity for fraud
 - Emergency Management, Business Continuity to support ongoing service delivery
- Privacy, Confidentiality and Conflict of Interest maintaining the integrity of Council

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4 Job Characteristics

4.1 Accountability and extent of authority

- Accountable for completion of work tasks and program requirements for 'friends of' groups
- Provision of advice, support and information to 'Friends of' environmental reserves volunteers in accordance with Council policy, procedures, and guidelines.
- Accountable for ensuring 'Friends of' environmental volunteer groups have knowledge of council's OHS procedures and supporting them to implement these.
- Oversee implementation of best practice environmental management procedures.

4.2 Judgement and decision making

- Make decisions concerning well defined administration and technical functions based upon specialised knowledge and skills, in accordance with an agreed work program, including liaising with contractors to support environmental volunteers with on ground works.
- Problem solving using existing guidelines and professional knowledge/experience with advice usually available in time to make a choice

4.3 Qualifications

- A recognised tertiary qualification in natural resource management, land management, or a related discipline, or relevant experience.
- A valid Victorian driver's licence and willingness to drive.

4.4 Experience

- Demonstrated knowledge of environmental and land management principles, practices and legislation and experience in their interpretation and implementation.
- Demonstrated experience working with community groups on environmental projects.
- Demonstrated experience liaising with internal and external stakeholders, including contractors.

4.5 Specialist Skills and Knowledge

- Basic weed and indigenous plant identification skills.
- Demonstrated computer literacy skills including Geographical Information Systems, Microsoft Word, Outlook, Excel and the use of Global Positioning Systems (GPS).
- Demonstrated commitment to and appreciation of the environmental values of Nillumbik Shire.

4.6 Management Skills

- Ability to manage, plan and organise own work to deliver within agreed timelines.
- Ability to supervise volunteers, including the ability to implement personnel policies and procedures and provide workplace training
- An understanding & knowledge of OH&S practices and procedures in the workplace.

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4.7 Interpersonal Skills

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community
- Strong interpersonal skills and a proven ability to work as part of a team, and contribute to its effective operation.
- Well-developed verbal and written communication skills and an ability to communicate effectively with a wide variety of stakeholders.
- Capacity for creative thinking and problem solving.
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5. Physical Requirements

Posture	<ul style="list-style-type: none"> • Sitting at a desk, work station or in meeting rooms • Driving up to 30 minutes at a time between workplaces, <ul style="list-style-type: none"> ○ i.e. Greensborough, Plenty, Eltham, Diamond Creek, Panton Hill and Hurstbridge (where applicable) • Driving to different parts of the shire up to 30 kms or 45 minutes for the purposes of site visits driving on both made and unmade roads. • Standing and bending • Walking on uneven surfaces • Squatting and kneeling when performing duties.
Upper Limb / Body	<ul style="list-style-type: none"> • Lifting and lowering materials, e.g. putting material in and out of a vehicle • Pushing, pulling and lifting, e.g. setting up for the program, lifting materials, pulling or pushing the carts and barrows • Some handwriting • Some sustained neck flexion may be required when reading documents
Trunk	<ul style="list-style-type: none"> • Some twisting, e.g. access desk drawers • Carrying items, e.g. materials for the program • Bending below the knee
Work Environment	<ul style="list-style-type: none"> • Outdoor in varying temperatures in line with Council Heat and UV procedures • Wearing and using provided protective clothing and task specific safety wear when required • Indoor air conditioned offices with carpeted floors • Adjustable work station • Adjustable chair provided
Weights	<ul style="list-style-type: none"> • Lifting and pushing heavy items, e.g. the power generated program equipment, in line with safe manual handling techniques. • Lifting weights up to approximately 15 kilograms including small plant and equipment
Other	<ul style="list-style-type: none"> • Interacting with internal and external customers • Simultaneously talking on the telephone and writing down notes • Climbing of stairs between levels (shire office also has a lift available) or to get in or out of workplace. • Twisting of the neck or back when driving. • Applying uneven, fast or jerky forces during lifting, carrying pushing or pulling when using equipment.

6. Key Selection Criteria

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community

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- A recognised tertiary qualification in environmental science, land management, natural resource management or a related discipline, or relevant experience.
- Demonstrated knowledge of environmental and land management principles, practices and legislation and experience in their implementation.
- Basic weed and indigenous plant identification skills.
- Ability to supervise volunteers, including the ability to implement personnel policies and procedures and provide workplace training
- Demonstrated experience working with community groups on environmental projects.
- Ability to manage, plan and organise own work to deliver within agreed timelines.
- Strong interpersonal skills and a proven ability to work as part of a team, and contribute to its effective operation.
- Demonstrated computer literacy skills including Geographical Information Systems, Microsoft Word, Outlook, Excel and the use of Global Positioning Systems (GPS).
- An understanding & knowledge of OH&S practices and procedures in the workplace.
- A valid Victorian driver's licence and willingness to drive

7. Other relevant information

- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.
- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- This position requires a Working with Children Check. The successful applicant must provide a copy of their WWC Check Card to Nillumbik Shire Council prior to commencement for placement on their Personnel File, and notify the Department of Justice within 21 days of commencement of employment with Nillumbik Shire Council.
- The incumbent will be required to work on weekends and evenings dependant on the requirements of programs, projects and community consultations.
- This position requires evidence of qualification documentation.
- This position will require flexibility to work the weekly hours throughout the year with works occurring on Sundays while groups are active within the reserves (April to November) and then during the 'off season' while Friends of Groups are not active (December to March) this role will be required to be in the office during the week to set up for the next season of works.

8. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability, First Nations people and gender diverse people. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. . Nillumbik Shire Council prides itself on being a child safe organisation and has zero tolerance for child abuse.

Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

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9. Application information

To obtain any additional information regarding this position, please contact Bridget Russell, Coordinator Environmental Works & Land Management, during business hours on (03) 9433 3380. Applications can be submitted online at [Nillumbik Website](#) until 10pm Monday, 15 October 2024. Apply now!

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process. If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at hrrmail@nillumbik.vic.gov.au