

Position Details

Position Title:	Trainee Land Protection Officer
Reports To:	Natural Resources Management Officer
Department, Section, Stream, Unit:	Strategy, Innovation and Assets, Environment, Natural Resources Management
Remuneration:	Level A1 – B4 Queensland Local Government Industry (Stream B) Award – State 2017 Order – Apprentices’ and Trainees’ Wages and Conditions (Excluding Certain Queensland Government Entities) 2003 North Burnett Regional Council Multi-Skill Classification Structure
Form of Engagement:	Full Time Fixed Term
Hours of Duty:	76 hours per fortnight
Place of Employment:	negotiable
Incumbent:	
Employee No:	

Our Vision

By 2030, the North Burnett will be the region of choice for people to live, work and play.

Our Mission

To lead the region toward a thriving future for us all to enjoy.

North Burnett Regional Council will achieve this vision by focusing on five priority programs:

1. Our Productive Region
2. Our Happy, Healthy and Safe Region
3. Our United Region
4. Our Vibrant and Naturally Beautiful Region
5. Our Efficient and Effective Council

Position Objectives

- To assist in the provision of land protection services to landholders and Council, including the implementation of programs relating to the control of declared weeds, animals and vectors.
- Achieve qualifications in Conservation and Land Management by undertaking the relevant Traineeship Certificate program.

Position Requirements

Essential:

- Ability to meet Key Duties and Standards as outlined below.
- Developing interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Basic numeracy, written and verbal communication skills.
- Under close supervision, perform clearly defined and routine activities of a basic operational and / or maintenance nature within set timeframes or deadlines.
- Developing knowledge, or ability to acquire knowledge, of Council's standard work practices, procedures, and policies relevant to the work area and application of same at all times.
- Ability to work in a physically demanding occupation, often in noisy conditions.
- Ability to maintain and service relevant plant, equipment and tools; and possess or ability to acquire, relevant tickets and / or licenses essential to safely and legally operate same.
- Possess or ability to acquire minimum relevant tickets / licenses essential to perform general tasks and duties (including licenses in relation to the applications of herbicides and pesticides, ACDC commercial operators licence, Pest Management Technician Licence, impregnation of baits with 1080 poison).
- Possess a Work Safe in the Construction Industry Induction Certificate (white card), or the ability to acquire one.
- Current unrestricted 'C' class drivers' licence, or the ability to acquire one, and the capability to drive and handle a 4WD vehicle safely.
- Possess or ability to acquire, a current Contaminated Machinery Certificate with competencies for "Inspect machinery for plant, animal and soil material" and "Clean machinery of plant animal and soil materials".
- Current First Aid and CPR qualifications or the ability to acquire same.
- Developing knowledge or ability to acquire knowledge, for the provision of the relevant *Local Laws* and the *Biosecurity Act 2014* and regulations, and other legislation relevant to the position.
- Ability to assist in the investigation and enforcement of legislation or similar controls including undertaking inspections and enforcing compliance.
- Ability to use spray equipment and apply chemicals to weeds in accordance with instructions.
- Basic data entry and word processing skills, including the use of Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint), and Council's Information Management Systems, or ability to acquire same.
- Ability to utilise GPS technology and the reading of maps and/or plans.
- A working knowledge, or ability to acquire knowledge of various pest weeds, animals, vectors (mosquitoes), livestock, stock routes and their respective habitats, control and handling measures.
- Ability and commitment to complete a relevant Certificate III within the terms of the traineeship, (including theory and practical work modules and attendance at required training sessions).
- Participation in medical screening as required.
- Year 10 standard of education.

Desirable:

- Relevant Australian Qualifications Framework Certificate I or II.
- Ability to acquire relevant the Traffic Management licence to implement signage according to a plan.
- Experience or interests relevant to the work area.

- Category A & B Firearms licence (and eligibility to upgrade the licenced condition to AC1 in order to meet Council's firearm licence requirements).

Key Duties and Standards

Key Duties	Key Standards
Work and participate in an enthusiastic and co-operative team spirit.	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council; • Work information is shared with co-workers to ensure designated work goals are met.
Adopt best practice work methods on work tasks	<ul style="list-style-type: none"> • Work skills improved by active participation in Council training programs; • Contributes to review of procedures; • Potential problems identified and action taken to minimize impact; • Work procedures enhanced by participation at team and individual workshops; • Participates in workplace skills assessments and required training; • Contributes to the annual Employee Development Review with supervisor or other relevant staff as required; • Makes constructive suggestions for improvement of work output.
Communicate effectively with the community and within the workplace.	<ul style="list-style-type: none"> • Information, instructions and decisions are understood and adhered to; • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives; • Concise, relevant work information is provided in response to supervisor requests within designated timeframes; • Basic literacy and numeracy skills are applied for maintaining records (e.g. servicing records, completing timesheets and other relevant documentation).
Maintain high standards of conduct and comply with all relevant rules and requirements.	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct; • Acts professionally at all times; • Operates within the boundaries of organizational processes, legal and policy constraints; • Maintains personal integrity and sets personal standards which reflect ongoing

Key Duties	Key Standards
	development professionally and the pursuit of relevant opportunities to achieve excellence.
Maintain a good attendance record.	<ul style="list-style-type: none"> Punctual start and finish times.
<ul style="list-style-type: none"> Ensure safe working procedures and practices are undertaken in all activities in accordance with Council's Work Health and Safety policies and procedures. Contribute to managing the security of the workplace. 	<ul style="list-style-type: none"> Awareness of and compliance with Council's Occupational Health and Safety Policies and Procedures, including relevant Duty Statements, correct use and maintenance of all protective clothing and equipment supplied, compliance with lawful instructions issued by senior staff, incident reporting, hazard identification and reporting, taking corrective action to eliminate hazards where possible, conducting risk assessments as required, establishing and maintaining a high standard of house keeping and cleanliness in work areas and on Council property, assisting with investigation of incidents, attending toolbox talks, team meetings and training, familiarity with first aid treatment centres, fire protection facilities and evacuation procedures; Safety of public, other workers and self is maintained when performing duties.
Undertake work in a prompt and efficient manner as directed.	<ul style="list-style-type: none"> Carries out all processes within the agreed timeframes; Completes tasks as specified in a timely, accurate and professional manner.
Apply skills in computer based systems including Microsoft Office suite and Council's Information Management Systems.	<ul style="list-style-type: none"> Effectively enters, stores and retrieves information within computer based systems;
Apply knowledge of general administrative functions relevant to the position including maintaining information knowledge management systems, processing mail, photocopying, faxing and word processing.	<ul style="list-style-type: none"> Administrative functions are executed efficiently in accordance with relevant Council policy and procedure.
<p>Undertake specific land protection duties under close supervision as follows:</p> <ul style="list-style-type: none"> Assist in implementing Council's Pest Management Plan; Assist in implementing declared weed and pest control programs; Assist in implementing vector (mosquito) control programs; Assist other Land Protection Officers when requested; 	<ul style="list-style-type: none"> Timely response to assess and deal with reports of pest plants and animals; Diligent attention to duties with need for minimal direct supervision; Courteous and constructive advice to landholders and other customers.

Key Duties	Key Standards
<ul style="list-style-type: none"> • Assist in the investigation of complaints and enquiries relative to land protection ensuring compliance with relevant State and local legislation; • Liaise with landholders to achieve desired pest management outcomes; • Liaise with other Land Protection Officers, Landcare groups and Government Departments in implementation best practice management as directed; • Assist with property inspections and enforcements; • Keep appropriate records, compile reports and maintain support systems (e.g. mapping); • Liaise with applicants and conduct inspections for stock route permits; • Assist with relevant duties for applicable Department of Transport and Main Roads Contract; • Undertake other duties as requested by the Natural Resource Management Officer. 	
<p>Adhere to the Training Plan requirements (as per the traineeship)</p>	<ul style="list-style-type: none"> • Successfully complete modules by due dates • Document training as required • Attendance at required training sessions. •

Extent of Authority

The incumbent is expected to exercise all necessary actions within the scope of the Position Requirements and Key Studies and Standards listed herein. In addition, the incumbent from time to time may also be required to undertake other duties within the Department as authorised by the General Manager Strategy, Innovation and Assets, Manager Environment and/or Natural Resources Management Officer.

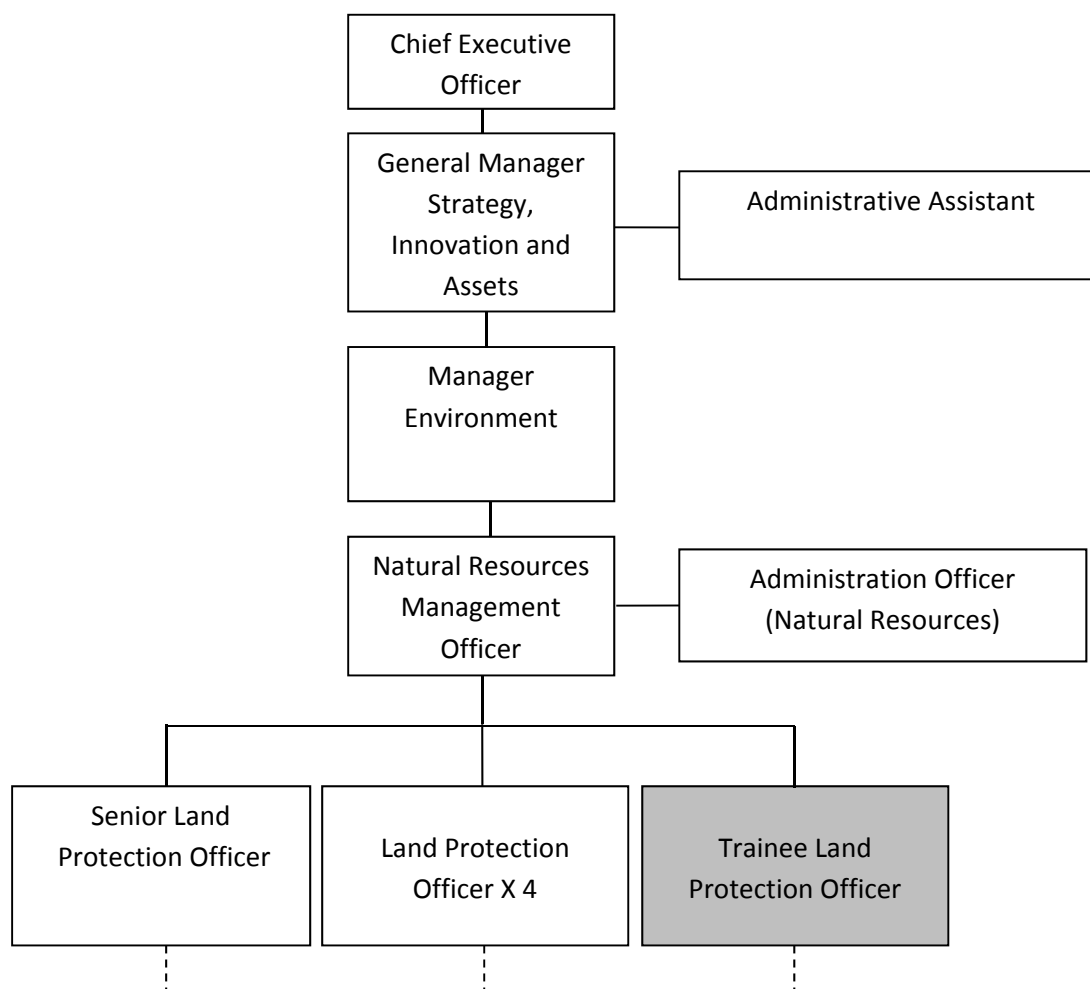
Accountability

Reports to the Natural Resources Management Officer.

Selection Criteria

- SC1 Developing interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- SC2 Ability to carry out tasks requiring the application of basic numeracy, literacy, verbal communication, computing skills (including use of Microsoft Office Suite, mapping software and other software applications relevant to the position).
- SC3 Demonstrated experience or interest relevant to the work area, and the ability to work in a physically demanding occupation and location.
- SC4 Under close supervision, perform clearly defined and routine activities of a basic operational and / or maintenance nature within set timeframes or deadlines.
- SC5 A developing knowledge, or ability to acquire knowledge of Council's standard safe work practices, procedures, and policies relevant to the work area (e.g. workplace health and safety).
- SC6 Possess a current unrestricted manual 'C' Class Queensland drivers licence and Work Safe in the Construction Industry Induction Certificate (white card), or the ability to acquire same.
- SC7 Ability to use spray equipment and apply chemicals to weeds in accordance with instructions.
- SC8 Developing knowledge or ability to acquire knowledge, for the provision of the relevant *Local Laws* and the *Biosecurity Act 2014* and regulations, and other legislation relevant to the position.
- SC9 Developing knowledge or ability to acquire knowledge in the identification and management of weed and pest species, vectors (mosquitoes), livestock and stock routes, relevant to the North Burnett Region.
- SC10 Ability and commitment to complete a relevant Certificate II within the terms of a traineeship, (including theory and practical work modules and attendance at required training sessions).

The structure of your team is shown below:



Other Matters

Work Health & Safety Duties

Work is to be carried out in accordance with SAFEPLAN – Council’s Work Health and Safety Management System. Employees must ensure that they do not put the Health and Safety of themselves or others at risk. Work is to be carried out to meet WHS duties and responsibilities as detailed in the relevant legislative requirements and standards including Council policies and local laws.

Staff Code of Conduct

Work is to be carried out in accordance with the Staff Code of Conduct. All employees are expected to make themselves familiar with the Code and its contents.

Performance Plan

Performance will be reviewed annually against the responsibilities, accountabilities, and behaviours defined in this role description; together with a performance plan developed by the Chief Executive Officer.

CERTIFICATION BY THE INCUMBENT:

I have read and understood my position description as stated above and acknowledge my duties and responsibilities contained therein.

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE GENERAL MANAGER OR SUPERVISING OFFICER (if applicable):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE CHIEF EXECUTIVE OFFICER (or his/her delegate):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

Additional Remarks / Comments: