

POSITION DESCRIPTION

Position Title	Bushcare Officer
Directorate	Infrastructure
Award/Agreement	TOC Enterprise Agreement 2017 (and any subsequent agreement)
Classification of Position	Level 5 Part time 0.4 FTE
Directly reports to	Supervisor Parks and Environment
Positions under Direct Supervision	Nil

ORGANISATIONAL CONTEXT OF POSITION

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 9600 people and is located in the picturesque western suburbs of Perth, Western Australia.

The Town has five key goals: Liveability, Prosperity, People, Environment and Governance & Leadership.

ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community wellbeing and business prosperity: while respecting and celebrating the past.

ORGANISATIONAL VALUES

Respect. We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity. We are open, accountable and honest.

Quality Communication. We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service. Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence. Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position is responsible for the preservation and revegetation of bushland and wetland reserves at Lake Claremont in accordance with environmental management plans and the commitment of the Town of Claremont to managing Lake Claremont.

This includes the ability to:

- Manage bushland/wetland activities, prepares, plans and reports in conjunction with Supervisor Parks and Environment.
- Liaise with staff, residents, contractors, external organisations and work with volunteer groups.
- Undertake research in relation to bushlands/wetlands.
- Ensure that (where appropriate) volunteers are adequately supported or provided with guidance, and have tasks to carry out that is appropriate to their abilities.
- Ongoing development of short and long term strategies for the rehabilitation of sites, and ensuring these are in accordance with Council's strategies, priorities and adopted management plans.
- Work with Field Officers as required in relation to all Bushcare matters, and other Parks and Environment matters as required.

Objective 1: Environment

- Assist with the propagation of local native plants for revegetation works as required.
- Assist with bushland/wetland maintenance, including planting, seed collection, weed or vermin control and litter/rubbish removal.
- Ensuring relevant Council policies, procedures and work plans are implemented within bushland/wetlands around the Town.
- Assist the Supervisor Parks and Manager Engineering and Parks in relation to technical advice, research and reporting in relation to bushland/wetlands.
- Attend meetings and closely communicate with Friends of Lake Claremont (FOLC) in relation to bushland/wetlands, as required.

Objective 2: Administration and Communication

- Assistance with the provision of technical advice on bush management issues to the community.
- Assisting and sourcing of applications for grant funding.
- Liaison and networking with Council, State Government and other relevant agency representatives involved in bush management and volunteer management.
- Administering relevant records and associated documentation, as per the Town's relevant policies.
- Preparing relevant correspondence to the public, other authorities or divisions of Council as required.
- Liaise with other Western Suburbs Regional Councils (WESROC) in relation to bushland/wetland matters.
- Undertake Contractor checks and reporting in relation to bushland/wetlands within the Town.

Objective 3: Customer Service

- Foster, advocate and implement the Town's Customer Experience Charter
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Assist operational staff and contractors with their daily work requirements in a friendly, helpful and professional manner.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 4: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 5: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town of Claremont Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 6: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks by reviewing processes using the Town's process improvement software.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA**Essential**

- Significant practical experience in bush care management and natural area maintenance activities.
- Diploma of Conservation and Land Management, or similar qualification in a related field.
- Knowledge of the safe operation and user maintenance of plant and equipment required to undertake natural area maintenance operations.
- Good interpersonal and communication skills.
- Demonstrated ability to exercise natural area maintenance skills using various materials and/or specialised techniques.
- Working knowledge of the native flora and fauna of the Swan Coastal Plain as well as weed identification and control.
- Knowledge of Occupational Health and Safety requirements as they relate to the job being undertaken
- Sound computer skills, including use of MS Office suite
- Excellent written communication skills, including ability to prepare accurate reports
- Class C Driver's License

Desirable

- Wetlands rehabilitation experience

- Senior First Aid Certificate
- Chainsaw Operation and Maintenance qualification

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

SIGNATURES

Approved	CEO			Date:	
Employee Name:		Signature:		Date:	