



## Position Description

<b>Position Title</b>	<b>Weeds Officer</b>
<b>Position Incumbent</b>	Vacant
<b>Position Number</b>	
<b>Business Unit</b>	Natural Resource Management
<b>Location</b>	Oatlands Office
<b>Date</b>	February 2019

### CLASSIFICATION

<b>Award</b>	SMC Enterprise Agreement
<b>Stream / Level</b>	Technical Stream – Level 4.1

### POSITION OBJECTIVES

- To implement the Southern Midlands Weed Management Strategy (SMWMS) with an emphasis on working with landholders in the municipality to address their own property weed issues in respect to the high priority weeds outlined in the SMWMS.
- Support and / or advise the Infrastructure & Works Business Unit in regard to weed issues on Southern Midlands Council owned or managed property.
- Working with the Infrastructure & Works Business Unit and the NRM Business Unit to undertake minor weed control activity if requested on Southern Midlands Council owned or managed property.
- As appropriate, liaise with the Department of Primary Industries Parks Water and Environment (DPIPWE) – Biosecurity Operations Branch – Weeds Division, as well as other relevant agencies and organisations.
- Actively participate as a team member across multiple Council Business Units, performing all duties efficiently and effectively. Draw upon advice and guidance from other officers within the Business Units where appropriate.
- As opportunities arise work with Council NRM Officers to develop applications to seek funding from external sources for weed related activities/projects.

### KEY RESPONSIBILITIES

- Working with landholders with known incursions of the identified high priority SMWMS weeds, promote an understanding of weed management issues, including options for control of those weeds that exist on their landholdings.
- Assist landholders to develop an agreed and affordable implementation plan to actively control the high priority weeds species (noted in the SMWMS) that have been identified as on their landholding.
- Working in conjunction with Council's NRM Facilitator:
  - Maintain records of property owners with priority weeds, including but not limited to; the known location and types of the priority weeds relevant to their property (GPS), the extent of the infestation, and agreed management works programs for the weed/s in question.
  - Work with the broader community to raise awareness and education levels on all weed related matters. This could include information sessions, ratepayer newsletter articles, provision of weeds information brochures / weeds resource materials.
  - Respond to general enquiries from members of the community on weed related issues.
  - If an opportunity arises, seek any funding for weeds related activities that would assist Southern Midlands in controlling, managing, or raising awareness on weeds issues.
- Liaise with any NRM/ Landcare or similar groups that require assistance with weed related issues that may arise.
- When requested, provide advice to Council in relation to weed matters.
- Undertake minor weed control works if requested on Council owned or managed property.
- If requested undertake weeds training / skills development courses as opportunities arise, including training to be an Authorised Weeds Officer recognised by the State Government under the Weeds Management Act 1999.
- Submission of Briefing Notes for inclusion in Council meetings reports from the NRM Unit (every four weeks). When requested provide a more comprehensive report to Council in relation weed matters. These reports shall be accurate, well written, comprehensive and provided in a timely manner.
- Undertake other duties as directed, within the skill and knowledge base of the incumbent.

### ORGANISATIONAL RELATIONSHIPS

- Report to:** Manager N R M Business Unit
- Supervises:** Volunteers (if applicable)
- Internal Liaisons:** General Manager, Councillors and other staff
- External Liaisons:** Landholders, community groups, individual residents, Local, State and Federal Government departmental representatives.

### JUDGEMENT & DECISION MAKING

- Use own best judgement at all times
- Time management and prioritising work

### SPECIALIST SKILLS & KNOWLEDGE (SELECTION CRITERIA)

- A good understanding of biosecurity matters in relation to weeds, including identification of, an understanding of the threats that the various weed types pose for agriculture and the environment in general, and options for management and control of the various weed species.
- Have an understanding of the role of local, state and federal government in relation to weeds management.
- Have a sound understanding of the Weeds Management Act 1999, (and other relating legislation or any subsequent legislation that may replace the 1999 Act – new proposed Biosecurity legislation).
- An understanding and affinity of rural communities and the issues faced by these communities.
- Good project management skills including the ability to meet deadlines and achieve performance objectives with minimum supervision.
- Knowledge of any NRM weeds related programs at a local, state and or federal level that would be of interest / benefit to the Southern Midlands Municipality.
- Knowledge of workplace health and safety, environment and risk management, legislative/standards and best practice as they relate to weeds management activities.
- Willingness to work flexible hours, including some evenings and occasional weekends.
- Ability to work with limited supervision.
- Ability to be flexible, responsive and to work in an environment of change.
- Demonstrated commitment to ongoing professional development.
- Preparation of successful grant applications along with comprehensive project reporting.

### INTERPERSONAL SKILLS

- Demonstrated ability to use creativity, initiative and sound judgment in the development and implementation of programs and activities.
- An understanding of and an empathy with the needs, issues and concerns of the farming community and the wider community in general.
- Good verbal and written communication skills, along with quality report writing abilities.

### QUALIFICATIONS & EXPERIENCE

#### Essential

- A comprehensive understanding of weeds management and sustainable land management principals and processes.
- Demonstrated report writing and grant writing skills.
- Computer skills in the Microsoft suite (including Word, Excel and PowerPoint).
- Current drivers licence.
- ChemCert Certificate (or be prepared to gain this qualification upon commencement of the job).
- An Authorised Weeds Officer under the Weeds Management Act 1999 (or be prepared to gain this status, relevant to the Southern Midlands Municipal Area)
- Current police check.

#### Desirable

- Relevant Tertiary qualification or progress towards a relevant qualification.
- Current first aid certificate.

### PERFORMANCE STANDARDS

- Development of a good working relationship with landholders that leads to positive weed management activities and outcomes that will reduce the negative impact of weeds in the Municipality.

## Weeds Officer



### JOB ENVIRONMENT

<b>Hours of employment</b>	8.30am to 5.00pm (working 4 day fortnight – 30 minutes for lunch).
<b>Days for work</b>	To be nominated at the commencement of the position, noting that the days can be flexible if prior arrangement is sought – and approved by the NRM Unit Manager.
<b>Flexible working hours</b>	Yes, with approval from General Manager.
<b>Leave entitlements</b>	In accordance with SMC Enterprise Agreement.

### WORKING ENVIRONMENT

#### **Workplace Health and Safety**

Southern Midlands Council is committed to high standards of performance in respect to workplace health and safety. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

The position is located in a smoke free office. Smoking is not permitted in the workplace or Council vehicles.

#### **Code of Conduct**

Refer to Council's Policy Manual

### POSITION DESCRIPTION APPROVAL

Approved by: General Manager 30<sup>th</sup> January 2019