



Created Date: 30 January 2018

POSITION:	Project Weeds Officer – Temporary (Grant Funded position to 30 June 2018)
POSITION NUMBER:	5388
DEPARTMENT:	Operations – Sustainable Environment
UNIT:	Regulatory Compliance
SALARY:	Grade 3 Step 1 to Grade 4 Step 7 (plus 9.5% Super)

OBJECTIVES OF THE DEPARTMENT:

To meet the Community Vision of – *We live in a community that provides opportunity for all, to prosper in an environment that supports well-being, connectedness and access to resources the community wants and needs;* and the community values of being healthy, being wealthy, being safe and being sociable.

Sustainable Environment deals with issues relating to economic sustainability, environmental rehabilitation, strategic planning, development assessment, environmental health and regulatory compliance. This includes development assessment, regulatory compliance, economic development, tourism, environmental compliance, estuary and coastal management, noxious weeds management, onsite sewerage management systems inspections, public health matters, food premises inspections, companion animals and ranger services.

OBJECTIVES OF THE POSITION:

The primary objective of this position is to provide effective and efficient management of and undertaking the requirements of the Funding Deed – TSA – Landowner Engagement Program – Towards Eradication 2017-18 from Department of Primary Industries and other grants in the control of Tropical Soda Apple (TSA)

DETAILS OF MAJOR RESPONSIBILITIES:

- Fulfil the obligations contain in Funding Deed from the department of Primary Industries - TSA – Landowner Engagement Program – Towards Eradication 2017-18 and in particular:
 1. Property owners within the control area who are less than fully engaged to be asked to enter into a three to five year Biosecurity Undertaking. The number of undertakings accepted should be recorded with a target of 100% of high and medium risk properties.
 2. Additional inspections are to be linked to negotiation of Biosecurity Undertaking, monitoring compliance and monitoring outcomes specifically for progress towards eradication and focussed on high risk locations and non-compliant landholders.
 3. Extension and awareness activities and
 4. Biosecurity Information System (BIS) Reporting Monthly.
- Provide statutory services relating to weeds as prescribed by the *Biosecurity Act 2015* and Council’s policies and Procedures including administration, implementation and enforcement
- Undertake inspections of private properties in accordance with the *Biosecurity Act 2015*
- Provide high quality technical advice to property owners
- Investigate reports of new infestations of TSA
- Encouraging stakeholders to comply with relevant requirements
- Actively look and apply for grants to assist and control TSA on private and public land
- Provide advice and when legal action is required as necessary prepare evidence and represent Council in the local courts
- Preparing reports for Council, TSA Task Force, North Coast Weeds and other state agencies
- Keep up to date with industry and legislative developments relating Biosecurity Act 2015
- Actively participating in a regular performance review consistent with Council’s Performance Development System and relevant Staff Policies.
- Assist in achieving outputs, performance measures and objectives of the Unit, Department and Council.
- Ensure all allocated correspondence and work orders are processed in accordance with Council performance targets.
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Manager of Regulatory Compliance or their delegate
- Ensure compliance with relevant Council Policies.
- Promoting high levels of Customer Service
- Perform other reasonable duties as directed by the General Manager or their delegate.

SELECTION CRITERIA

In addition to the core and leadership competencies required, the employee will ideally possess the following:-

- i) Degree qualification in Environmental Science or similar discipline, or demonstrated experience at an appropriate level to competently carry out the position’s tasks, is essential
- ii) Knowledge and experience in undertaking grant projects, complying with requirement and reporting to the relevant agencies.

- iii) Knowledge and proven ability in consulting and working with the community to inform and encourage compliance with the requirements
- iv) Proven ability to understand and assess complex technical issues, and write clear, concise reports that provide recommendations based on this assessment
- v) Highly developed written and verbal communication, and interpersonal skills including problem solving, negotiation and conflict resolution
- vi) Demonstrated high level computer skills including Geographic Information Systems and Microsoft office applications
- vii) Demonstrated ability to work with minimum supervision and as part of a multi-disciplinary team
- viii) Demonstrated commitment to council's values and to providing high levels of service to our customers
- ix) Hold and maintain a current NSW Driver's Licence

Reporting Relationships:

Responsible To:	Manager Regulatory Compliance
Responsible For:	Nil

Internal and External Communications







Internal	Staff of all Departments Management
External	Residents and ratepayers TSA Task Force and North Coast Weeds NSW Government Departments Other Councils General Public and Community Groups Contractors and Consultants


Delegations: To be advised.

Capability Framework

The MIDROC Capability Framework describes the capabilities and associated behaviours that are expected of all employees at every level. The framework includes behavioural indicators for each capability ranging from 'Foundational' to Highly Advanced'.

MIDROC CAPABILITY FRAMEWORK

PRE EMPLOYMENT CAPABILITIES	CORE CAPABILITIES			LEADERSHIP CAPABILITIES	OCCUPATION SPECIFIC CAPABILITIES	
						
	PERSONAL ATTRIBUTES	RELATIONSHIPS	RESULTS	BUSINESS ENABLERS	LEADING OTHERS	
<p>BASIC Literacy; numeracy; communication and utilising technology</p> <p>PEOPLE RELATED Working with others; co-operation; negotiation and conflict resolution</p> <p>CONCEPTUAL Planning and organising; problem solving; learning how to learn and adapting to change</p> <p>PERSONAL Self esteem; responsibility and motivation; be able to manage own time; be adaptable and persistent</p>	<p>DISPLAY RESILIENCE AND VOICE Be open and honest, prepared to express your views, and willing to accept and commit to change</p> <p>ACT WITH INTEGRITY Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards</p> <p>MANAGE SELF Show drive and motivation, a measured approach and a commitment to learning</p> <p>RESPECT Show respect for diverse backgrounds, experiences and perspectives</p> <p>WORK SAFELY Take care of own health and safety and that of others</p>	<p>COMMUNICATE EFFECTIVELY Communicate clearly, actively listen to others and respond with respect</p> <p>CUSTOMER SERVICE FOCUS Provide customer centred services in line with organisational objectives and agreed service standards</p> <p>WORK COLLABORATIVELY Engage and collaborate with others and value their contribution</p> <p>BUILD RELATIONSHIPS Gain consensus and commitment from others and resolve issues and conflicts</p>	<p>DELIVER RESULTS Achieve results through efficient use of resources and a commitment to quality outcomes</p> <p>PLAN AND PRIORITISE Plan to achieve work and team priorities and respond flexibly to changing circumstances</p> <p>THINK CRITICALLY AND SOLVE PROBLEMS Think, analyse and consider the broader context to develop practical solutions</p> <p>DEMONSTRATE ACCOUNTABILITY Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in addressing risk</p>	<p>FINANCE, GOVERNANCE AND RISK MANAGEMENT Apply processes and decision making consistent with legislation, policies, available facts and constraints in order to create transparency, optimise value for money and appropriately address risk</p> <p>TECHNOLOGY Understand and use available technologies to maximise efficiencies and effectiveness</p> <p>PROCUREMENT AND CONTRACT MANAGEMENT Understand and apply procurement processes to ensure effective purchasing and contract performance</p> <p>PROJECT MANAGEMENT Understand and apply effective planning, coordination and control methods</p>	<p>MANAGE AND DEVELOP PEOPLE Engage and motivate staff and develop capability in others</p> <p>INSPIRE DIRECTION AND PURPOSE Communicate goals, priorities and vision and recognise achievements</p> <p>OPTIMISE BUSINESS OUTCOMES Manage resources effectively and apply sound workforce planning principles</p> <p>MANAGE REFORM AND CHANGE Support, promote and champion change, and assist others to engage with change</p>	<p>Occupation or profession specific capability sets can be used in conjunction with the core capabilities by all employees and people managers</p>









MIDROC
Mid North Coast Regional Organisation of Councils

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Capability Levels

The full list of minimum capabilities and levels required for this position is shown in the table below. Guidance in what types of behaviour shows the level for each capability is available in the Capability Framework, which can be downloaded at <http://www.kempsey.nsw.gov.au/corporate/hr/positions-vacant.html>

Capability Group	Capability Name	Description	Level
Pre-Employment 	Basic	Literacy; Numeracy; Communication and utilising technology	Adept
	People Related	Working with others; co-operation; negotiation and conflict resolution	Adept
	Conceptual	Planning and Organising; problem solving; learning how to learn and adapting to change	Adept
	Personal	Self Esteem, responsibility and motivation. Be able to manage own time, be adaptable and persistent	Adept
Personal Attributes 	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act With Integrity	Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards	Adept
	Manage Self	Show drive and motivation, a measured approach and a commitment to learning	Adept
	Respect	Show respect for diverse backgrounds, experiences and perspectives	Adept
	Work Safely	Take care of own health and safety and that of others	Adept
Relationships 	Communicate Effectively	Communicate clearly, actively listen to others and respond with respect	Adept
	Customer Service Focus	Provide customer centred services in line with organisational objectives and agreed service standards	Intermediate
	Work Collaboratively	Engage and collaborate with others and value their contribution	Intermediate
	Build Relationship	Gain consensus and commitment from others and resolve issues and conflicts	Intermediate

Results 	Deliver Results	Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve work and team priorities and respond flexibly to changing circumstances	Intermediate
	Think Critically and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in addressing risk	Intermediate
Business Enablers 	Finance, Governance and Risk Management	Apply processes and decision making consistent with legislation, policies, available facts and constraints in order to create transparency, optimise value for money and appropriately address risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational
Leading Others 	Manage and Develop People	Engage and motivate staff and develop capability in others	
	Inspire Direction and Purpose	Communicate goals, priorities and vision and recognise achievements	
	Optimise Business Outcomes	Manage resources effectively and apply sound workforce planning principles	
	Manage, Reform and Change	Support, promote and champion change, and assist others to engage with change	

CODE OF CONDUCT

All staff have to comply with Kempsey Shire Council's Code of Conduct.

PRIVACY STATEMENT

The Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA) requires all staff/contractors and other Council employees who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the Kempsey Shire Council Privacy Management Plan.

It is the responsibility of all staff to ensure privacy of personal information by following Kempsey Shire Council's privacy and security procedures in relation to any personal information accessed during the course of their duties.

GOVERNMENT INFORMATION

The Government Information (Public Access) Act 2009 provides for release of government information to the public. All staff may proactively release government information to the public provided this is done so in accordance with this Act and Council's policies and procedures.

RISK MANAGEMENT OBLIGATIONS

Definition of a Risk: "the chance of something happening that will have an impact on objectives. It is measured in terms of consequence and likelihood"

Definition of Risk Management "the culture, process and structures that are directed towards the effective management of potential opportunities and adverse effects".

The general risk management obligations as an employee of Kempsey Shire Council are:

Risk Assessment Process for Managers:

Identify, analyse, evaluate and document all risks (eg: WHS, Corporate, Financial, Service Delivery) relevant to your functional area. Implement treatment strategies (controls) where necessary and action plans for all areas of concern.

Risk Assessment Process for Employees:

Report any risks identified (eg: WHS, Corporate, Financial, Service Delivery) and request a formal risk assessment to ensure the protection of Kempsey Shire Council, its staff, its customers and its resources.

Work Health and Safety Responsibilities

The successful candidate will be responsible for:-

- Demonstrating commitment to WHS through personal involvement.
- Following the employer's reasonable instructions concerning health and safety in the workplace.
- Participating in WHS education and training.

- Reporting any workplace hazards.
- Assisting in the WHS Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Not putting themselves or others at risk and cooperating with the employer.
- Assisting management in establishing and monitoring WHS Consultation in the workplace.

Equal Employment Opportunity Rights and Responsibilities

The successful candidate will have the right to:-

- a workplace that is free from unlawful discrimination and harassment
- fair practices and behaviour in your workplace
- competitive merit-based selection processes for recruitment or promotion
- training and development that enables you to be productive in your work and to pursue your chosen career path
- equal access to benefits and conditions including flexible working arrangements
- fair allocation of workloads and fair processes which deal with work related complaints and grievances.

The successful candidate will have the responsibility to:-

- work to the best of your ability and provide quality service to customers and colleagues
- recognise and respect the skills and talents of other staff members
- act to prevent harassment, discrimination and bullying against others in the workplace
- respect cultural and social differences among your colleagues and customers, and
- treat people fairly (don't discriminate against, harass or bully them).

DECLARATION

As the incumbent of this position, I have noted this Position Description and agree with the contents therein. I understand that other duties may be directed from time to time.

Incumbent:

Director:

Signature:

Signature:

Date: ____ / ____ / ____

Date: ____ / ____ / ____