



Position Description

Position Title	Landcare Coordinator
Position No	9330
Group	Economic Development & Environment
Division	Environment
Section	Environment
Reports to	Team Leader Environment
Current Status	Part Time
Band/Level	Band 3
Grade	14
Step	Entry Level to Step 4
Last Reviewed	August 2019
File Location	P:Position Description:
Conditions of Employment	<p>The employee will work within conditions detailed within the NSW Local Government (State) Award and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	<p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>

Position Summary

Work with community-based Landcare organisations to increase their capacity, and help support the effective participation of voluntary, community-based Landcare groups and networks, landholders and the wider community in land management and natural resource management. Working to ensure that natural environment, conservation and biodiversity assets are managed and restored, helping to improve the sustainability of agricultural production and building the resilience of the local community to achieve these goals.

Specific Duties and Responsibilities

- Support and increase community engagement of Landcare-based initiatives across the region,
- Work closely with peak community-based volunteer Landcare Networks and local Landcare Groups
- Undertake planning, develop partnerships and secure resourcing through external grants and other funding sources that assist Landcare-based initiatives, Council NRM and community engagement programs
- Provide support to local Landcare Groups, networks and landholders
- Extend and expand community-based Landcare initiatives across the region
- Monitor, evaluate and report on projects and activities at regular intervals and as required
- Improve financial sustainability and long-term viability by sourcing external funds for Landcare & Council-related NRM projects
- Effectively participate in natural resource management activities that address critical agricultural sustainability and environmental/natural area issues
- Link to programs of Lithgow Council and other Government agencies and organisations to develop on-ground natural resource management projects in line with regional and state strategies
- The position will report to the designated Council supervisor, and also be required to report to the local Landcare body in regard to regular designated deliverables and Key Performance Indicators (KPIs) throughout the course of the four-year term.

Local Landcare Coordinators will also participate in and contribute to a regional and state Landcare Community of Practice. Attendance at meetings outside of normal work hours may be required. Travel around the region and infrequent travel and overnight stays may be required.

General

- Participate as required in programs or initiatives or grant funding to protect the natural environment
- Respond to customer enquiries in a timely and accurate manner to meet service levels
- Communicate with NGOs regularly in regard to outputs of work performed
- Prepare Council reports as required
- Any other duties as requested within the general scope and expertise of the position.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation:

- Processing Customer Enquiries:
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to a customer enquiry within an appropriate timeframe

- Operate Office Equipment:
 - Operate various office equipment items including photocopier, facsimile machine, heat binder, and shredder
 - Operate telephone equipment for incoming and outgoing calls.

- Operate Personal Computer in the completion of routine tasks:
 - Utilise personal computer to create, modify and complete documents, using various computer programs.

- Work Health and Safety Responsibilities:
 - Present for work in a fit state (not under the influence of drugs or alcohol)
 - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
 - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
 - Not through act or omission create an unsafe workplace or environment
 - Ensure adherence to developed SWMS/RA, SOP's, Procedures
 - Assist in the development of specific SWMS/RA where identified and required
 - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
 - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
 - Assist in the investigation of all injuries and incidents
 - Ensure the safe and correct use/application of plant, equipment and PPE
 - Commitment to Council's Injury Management Procedure
 - Maintain good site housekeeping at work location
 - Contribute to continual improvement of workplace risk control processes

- Recordkeeping Responsibilities:
 - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
 - Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

This position has nil supervisory responsibilities.

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Manager

Date

Selection Criteria

Essential

- Demonstrated ability to work effectively with community groups and develop productive working relationships that support community engagement and participation
- Sound understanding of natural resource management issues across the Lithgow Oberon region or similar
- Demonstrated ability to develop partnerships and secure resourcing through grants and other sources
- Demonstrated ability to work with minimum supervision, use initiative and work as part of a team or network
- Experience in the development and delivery of education programs for community and/or stakeholder groups
- High-level communication, report writing, public relations and conflict resolution skills that allow the ability to communicate effectively with other professionals, interest groups, Landcare volunteers, landowners and media
- Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups
- Preparation and management of budgets
- Demonstrated experience in providing training in on-ground related skills such as bush regeneration and weed control activities
- Monitor, evaluate and report on program outcomes
- Commitment to Work Health and Safety
- Current drivers licence

Desirable

- Demonstrated group facilitation, planning and mediation skills
- Safe Chemical Handling, Weed Control, Bush Regeneration or equivalent
- Experience with the preparation and management of Demonstrated achievement in the preparation and development of vegetation management plans, strategies and work programs for bushland
- Current First Aid certificate