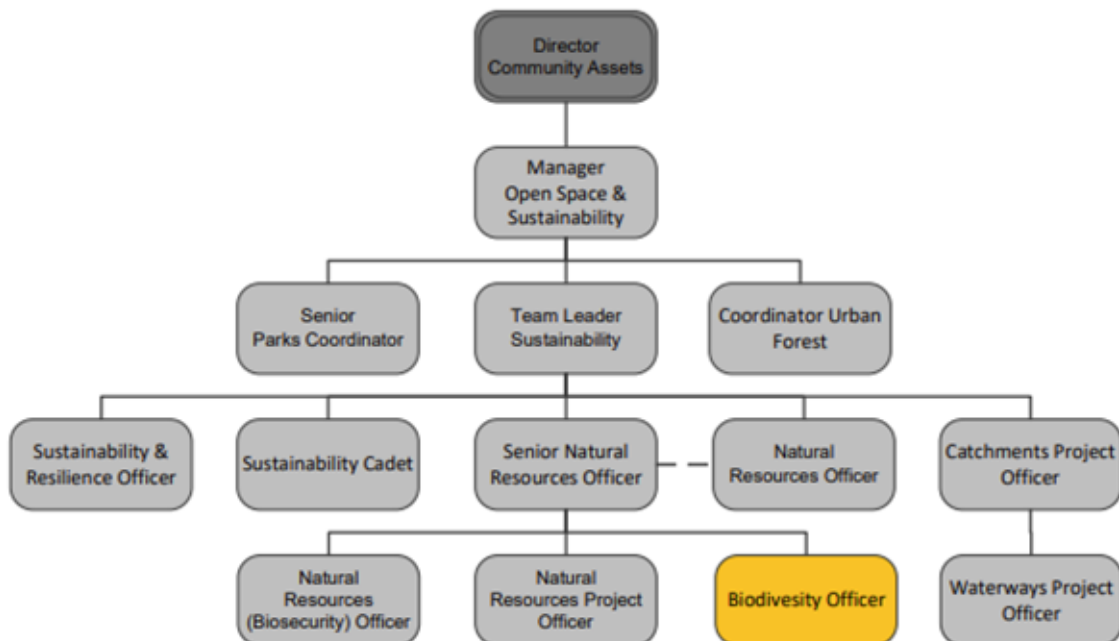


POSITION DESCRIPTION

Position Title	Biodiversity Officer
Position Number	35184
Division	Community Assets
Branch	Open Space & Sustainability
Grade	14
Special Requirements	Ability to attend meetings outside normal working hours Drivers Licence
Physical and Environmental Demands	Ability to carry out site inspections and field work Ability to drive a Council vehicle
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Balanced
Local Service/s	Natural Resource Management

Reporting Structure



Position Purpose
To contribute to the protection and enhancement of healthy urban and natural environments and increased awareness and understanding of biodiversity and natural resource management issues.
Key Result Areas
<ul style="list-style-type: none"> • Biodiversity Education • Natural Resource Management • Branch Activities • Customer Service • Corporate Core Values.
Key Duties & Responsibilities
<p>Biodiversity Education</p> <ul style="list-style-type: none"> • Develop and implement projects, promotional programs, displays, activities and education materials to improve biodiversity education outcomes. <p>Natural Resource Management</p> <ul style="list-style-type: none"> • Provide technical support and advice on natural resource management issues, projects and policies. • Provide input into policy and procedure reviews and undertake policy/procedure formulation as required. • Engage, coordinate, and supervise contractors to ensure works are conducted in accordance with agreed service standards and legislation. • Prepare funding applications for the implementation of projects relevant to the role. • Plan, coordinate, monitor and report on natural resource projects and programs relevant to the role. <p>Branch Activities</p> <ul style="list-style-type: none"> • Other relevant duties which may be required by the Team Leader or Manager from time to time • Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council. <p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous. • Respond directly to relevant customer requests in accordance with Council's Customer Service Charter. <p>Corporate Core Values</p> <ul style="list-style-type: none"> • Continuously display Council's Corporate Core Values of Leadership, Innovation, Safety, Partnership, Commitment and Customer Focus.
WHS Responsibility
<ul style="list-style-type: none"> • Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities	
<ul style="list-style-type: none"> • To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. • Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable • Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> ○ understand and adhere to the principles of Risk Management within their job role; ○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role; ○ provide input into various risk management activities; ○ report all emerging risks, issues and incidents to their manager or appropriate officer; and ○ follow Council policies and procedures. 	
Essential and Desirable Criteria	
Essential	
<ul style="list-style-type: none"> • Tertiary qualifications and / or demonstrated equivalent experience in Natural Resource Management / Environmental Science or similar • Demonstrated working knowledge of natural resource management and biodiversity issues • Demonstrated experience in developing, promoting, implementing, evaluating and monitoring biodiversity and natural resources management projects, • Demonstrated experience in developing, promoting, implementing evaluating and monitoring biodiversity education / engagement projects • Ability to write analytical and logical reports drawing justified conclusions • Ability to work both independently and as part of a team • Highly developed time management skills and the ability to manage high workloads 	
Desirable	
<ul style="list-style-type: none"> • Experience working in local government • Experience with asset management software and GIS applications 	
Prepared By	Team Leader Sustainability
Date Prepared	August 2024
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	