

Biodiversity Officer

Reports to	Environment Coordinator	Key Relationships	Environment Coordinator, City Amenity Staff, Administration Officers, other biodiversity protection and community engagement staff, Parks team, Communications team, Finance team
Classification	Band 6		
Position number	441067		

What will you do?

Service Delivery

- Lead Manningham Council's environmental sustainability objectives with a focus on biodiversity protection and enhancement and community engagement for biodiversity.
- Develop and deliver strategies, programs and projects to achieve biodiversity goals including administering an environmental community grants program.
- Provide biodiversity protection advice for Manningham Council's operations and capital works.
- Develop and implement community engagement programs and communications in relation to biodiversity and environmental sustainability.
- Oversee and coordinate volunteers working on biodiversity projects and programs.
- Assist and support other Environment Team programs.

Systems and process

- Solve problems and apply time, project and change management skills to deliver environmental protection work in an effective and efficient manner.
- Monitor, collect, analyse and report on biodiversity data covering weed, pest animal and native vegetation and animals.
- Pursue external funding opportunities to support biodiversity and environmental sustainability

People

- Foster collaboration on biodiversity protection and environmental sustainability work.

Who are you?

- Tertiary qualified in environmental science or another relevant field and/or well experienced in the development and delivery of biodiversity protection and community engagement programs in a large complex organisation.
- Proficient in practical biodiversity skills including local plant identification, best practice integrated weed and pest animal control techniques and environmental land management.
- Proficient in researching key strategic issues in biodiversity protection and providing best practice biodiversity advice and recommendations on council operations and capital works.
- Proven experience in managing stakeholder relationships with the ability to influence at all levels.
- Skilled in verbal and written communication, consultation and advocacy skills that fosters collaboration and aids in organisational reporting and keeps stakeholders engaged.
- Demonstrated ability in project and change management.
- Ability to collect, analyse and report biodiversity data.

What do we expect?

- Model and lead our values.
- Embed our Customer Charter in every aspect of service delivery
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

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What are your key responsibilities?

<p>Service delivery</p>	<p>Biodiversity protection and enhancement</p> <ul style="list-style-type: none"> • Develop, deliver and review strategies, programs and projects that support Manningham Council’s biodiversity protection and environmental sustainability objectives for both council operations and the community. • Research, analyse and provide specialist advice including local plant identification and relating to biodiversity protection, best practice weed and pest animal control techniques and environmental land management to input into policy and council operations and capital works. • Refine and administer a community grants program that subsidises private property environmental works including weed and pest animal control and revegetation. <p>Community engagement and communications</p> <ul style="list-style-type: none"> • Provide biodiversity protection advice to the community and develop and implement community engagement and communications programs on biodiversity protection in a variety of situations including community groups, training environments and one on one. • Liaise with and provide support and expertise to community environmental groups and organisations.
<p>Systems and process</p>	<ul style="list-style-type: none"> • Support the efficient and effective operation of the Environment Team by answering public enquiries in relation to biodiversity protection and environmental sustainability • Monitor, collect, analyse and report on biodiversity data covering weed, pest animal and native vegetation and animals including indicators of how well council’s biodiversity protection initiatives are progressing. • Provide information and advice and prepare reports and presentations in relation to biodiversity protection and environmental sustainability. • Professionally represent and promote Manningham Council with a clear understanding of the corporate vision, environmental goals and relevant policies and plans. • Identify opportunities and apply for external funding to support biodiversity and environmental sustainability objectives including through partnerships with other councils and external organisations.
<p>People</p>	<ul style="list-style-type: none"> • Communicate, consult and advocate verbally and in written form and use interpersonal skills to progress biodiversity protection and environmental sustainability work. • Foster and facilitate internal and external relationships, partnerships and collaboration to progress environmental work.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Authority to make decisions and provide advice on routine matters; Liaise with the Environment Coordinator on non-routine or politically sensitive matters. • Accountable for the effective and efficient delivery of Manningham Council Plan biodiversity protection and enhancement objectives. • Accountable for analysis and input into relevant policies and procedures in field of expertise.
Judgement and decision making	<ul style="list-style-type: none"> • Responsible for the provision of specialist advice to staff, management and the community on environmental sustainability issues. • Problem solving skills may involve adapting previous experience to new situations; Guidance and advice are usually available.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Understanding of environmental sustainability, biodiversity protection principles and practices, key strategic issues and emerging trends. • On-ground biodiversity knowledge and skills including local plant identification, conservation status, weed threat level, best practice integrated weed and pest animal control techniques and environmental land, pasture and erosion management. • Knowledge and understanding of the Victorian Planning Scheme and legislation relating to native vegetation. • Biodiversity data monitoring, analysis and reporting skills. • Community engagement knowledge and skills.
Management skills	<ul style="list-style-type: none"> • Good project and change management skills. • Community grant administration skills • Excellent organisational and time management skills. • Demonstrated coordination of resources skills, including coordination of casual staff, contractors and consultants. • Ability to manage a dynamic and varied workload and operate effectively under pressure.
Interpersonal skills	<ul style="list-style-type: none"> • Proven experience building positive stakeholder relationships with the ability to influence and gain the cooperation of all levels of management, staff and community. • Excellent written and verbal communication skills and ability to prepare concise and accurate reports. • Able to liaise effectively with internal and external stakeholders and counterparts in other organisations to resolve issues. • Strong communication, consultation and advocacy skills, including the ability to effectively manage public situations and provide excellent customer service both within and beyond the organisation. • Ability to work effectively as a member of a diverse team and contribute to an innovative and positive working environment.
Qualifications and experience	<ul style="list-style-type: none"> • A recognised tertiary qualification in environmental science, environmental management, natural resource management or another related discipline and/or good experience in a similar role. • Experience in the development and delivery of biodiversity and conservation initiatives.