

Position Description

Position Title:	Natural Areas Projects Officer
Directorate:	City Wide Services
Reports to:	Natural Areas Coordinator
Direct reports:	Nil (Indirect: Volunteers)
Salary Point:	10
Work location:	Blackbutt Reserve
Date revised:	October 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisations values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Parks and Recreation?

The purpose of the Parks and Recreation Service Unit is to support the wellbeing of the community through the provision of places and spaces for active and passive recreation and protection of the natural environment. These places and spaces are spread across 1200 hectares of City of Newcastle's managed open spaces including parks, sportsgrounds, beaches, pools, bushland, watercourse, wetlands, coastal estuaries and associated infrastructure. Promoting a culture within the Service Unit that empowers staff to be their best, is performance based and supports job satisfaction are critical to the delivery of our purpose.

What's the focus of this position?

Oversee the implementation of high-quality natural area and bush regeneration projects and associated works in collaboration with stakeholders. Perform a wide range of natural resource management and horticultural practices in line with set service levels including landscape works, recreational facilities maintenance and bush regeneration. Assist with implementation of bushfire management and mitigation works, response to customer enquiries and other related activities. Develop and implement annual works programs in line with objectives and budget requirements. Oversee the implementation of the Landcare Program including provision of support to Landcare groups, supervision of work activities and induction processes.

What you'll be doing:

- Provide high quality natural area and bush regeneration projects in collaboration with the Natural Areas team, contractors, volunteers and stakeholders.
- Prepare and deliver an annual works program for delivery of natural area and bush regeneration projects to meet budget requirements and timeframes.
- Prepare and manage scopes of work, tenders and contract documentation for delivery of high quality natural area and bush regeneration projects. Ensure ongoing monitoring, review and reporting on contract delivery.
- Assist with information and advice for natural resource management plans and strategies i.e. Bushland Plan of Management.
- Compile grant and funding submissions for bushland reserves and Landcare groups
- Engage and consult with local communities and other stakeholders to assist in project delivery in the city's natural areas, including responding to customer requests and complaints.
- Assist in coordinating events to educate and/or to encourage participation in bushland volunteer programs i.e. nature walks, planting days.
- Manage and supervise contractors and volunteer activities onsite and record and report through scope of works, photos, monthly reports, attendance records, WH&S and progress documentation.
- Maintain the Workplace, Health and Safety (WHS) of self, fellow workers, volunteers and the general public during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with Council's Code of Safety Practice and WHS Guidelines.
- Report environmental and bushland vandalism to Compliance and organise the restoration of sites as appropriate.
- Program and plan the implementation of Vegetation Management Plans and action plans for natural areas across the LGA.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Tertiary qualifications in Conservation and Land Management or related area and/ or relevant experience deemed equivalent for the level required for the role.
- Demonstrated knowledge of statutory requirements in natural areas. E.g. Local Government Act, Rural Fires Act, Biosecurity Act, Biodiversity Conservation Act, WHS and Equal Employment Opportunity.
- Demonstrated experience in working with volunteers with the ability to prioritise and organise tasks effectively to deliver project outcomes within timeframes.
- Experience in the developing scope of works / action plans and Vegetation Management Plan documentation for on ground activities.
- Experience in managing natural area projects including utilisation of contractors, supervision of revegetation/regeneration contracts, and efficient management of resources.



- Experience in compiling grant applications, project estimates, reporting and quoting.
- Class C NSW Driver's Licence.
- Demonstrated sound verbal and written communication skills, and have the ability to communicate to a broad range of audiences.

Other valuable skills you may have:

- Proven experience with computer aided drafting, GPS and GIS mapping e.g. Map info, Auto cad
- Ability to undertake large landscape, construction works, and enhancement works including the ability to interpret landscape plans, standards and related documentation.
- Experience in the use of corporate systems e.g. OneCouncil, Microsoft programs and WHS Management systems.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	