



INFORMATION PACKAGE

POSITIONS VACANT

NATURAL RESOURCE MANAGEMENT PROJECT OFFICER (PART TIME)

FIXED TERM PLACEMENT UNTIL 25 MARCH 2022

AND CASUAL PLACEMENTS AVAILABLE

REF NO: ESC438

CLOSING DATE: 4.30PM WEDNESDAY 5 MAY 2021

CONTENTS

- *Important Information*
- *Job Description*
- *Conditions of Employment*
- *Organisational Chart*
- *Divisional Chart*

Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

Thank you for enquiring about
this position.
If, after reading the information
in this package, you would like
further information please
contact Heidi Thomson on
(02) 4474 1329



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for these positions. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Natural Resource Management Project Officer (Part Time)


Position Code	TNRMPROJ – Fixed Term and Casual Placements
Division	Environmental Service
Location	Main administration office, Moruya
Band/Level	Administrative / Technical / Trades Band 2 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation’s strategic direction and assist with decision making.

Our values represent ‘the way we do things’ and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To assist the Sustainability Team to plan, manage, conduct and evaluate a range of environmental projects and activities throughout the Shire.

Main duties and key result areas (KRA)

1. Assist the Sustainability Team to develop, coordinate and implement natural resource management projects, including managing budgets, delivering project activities, keeping project records, monitoring outcomes and project reporting.
KRA: Projects are delivered successfully and in accordance with funding, statutory and Council requirements. Programs are managed on time and within budget. Reporting requirements are completed in a timely and accurate fashion.
2. Coordinate (and undertake where necessary) on-ground works and activities associated with the delivery of natural resource and sustainability projects including coordination of contractors and volunteers.
KRA: On-ground project works and activities are well-planned and executed to a high standard, including adherence to any safety and any other legislative requirements. Contractors, and volunteers are selected on merit and trained/briefed to achieve effective, safe and efficient project results. Positive relationships are maintained and developed
3. To plan, coordinate and undertake education/training activities associated with the delivery of natural resource projects including drafting communications materials and responding to public enquiries.
KRA: Educational activities are undertaken using best practice approaches that are suited to target groups. Clear, concise and accurate communications are prepared in accordance with Council standards, practices, and adopted timeframes. Public enquiries are responded to promptly and accurately.
4. Conduct special assignments and tasks relating to natural resource management as required.
KRA: Special assignments and tasks are carried out as required and within agreed timeframes and other requirements.
5. Evaluate the effectiveness of environmental projects and programs.
KRA: Information is collected to monitor and evaluate projects, and evaluation is used to ensure continued improvement of environmental approaches.
6. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practice*

Qualifications/Experience (Selection Criteria)

There are a range of fixed term contracts that require staffing. Applicants are able to express an interest in any or all of these potential roles. Depending upon the suitability and availability of the applicant it may be possible to offer a combination of contracts.

Essential

1. Tertiary qualifications and practical work experience in Natural Resource Management (NRM), conservation and land management, environment or invasive species management.
2. Demonstrated knowledge of local ecosystems including native plant and weed identification and management.
3. Expertise in developing and delivering environmental projects including project planning, supervision of staff and contractors, record keeping, budget management and prioritising work with conflicting deadlines.
4. Well-developed written and verbal communication skills, strong conflict resolution, and facilitation skills.
5. Experience with engaging and collaborating with a range of stakeholders and audiences including businesses, schools, community groups and landholders.
6. Computer literacy with specific expertise in MS office applications (Word, Excel, Access, PowerPoint) and potential to use Council's Geographic Information and financial systems.
7. Ability to work individually and effectively as part of a team.
8. Demonstrated knowledge of, or an ability to quickly gain knowledge of Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

Desirable

1. Demonstrated ability to deliver sustainable gardening advice including weed control, species selection and garden design.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Class C drivers license

The NRM Project Officer will need to be flexible and work according to project needs. Some work may need to be undertaken after office hours and/or over weekends. The position will be based in Council offices in Moruya and may be required to work at various locations across the Eurobodalla.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Courtney Fink-Downes – Natural Resources Supervisor (Part Time)
DATE: April 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Natural Resource Management Project Officers
Reference Number:	ESC438
Grading:	Grade 11-13 of Council's salary system
Salary Range:	In the range of \$38.78 to \$44.95 gross per hour comprised of: * \$35.42 to \$41.05 base salary, plus * \$3.36 to \$3.90 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to some of these positions is subject to verified clearance as a result of the Working with Children Check.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Fixed term placement up until 25 March 2022. Hours of work are part time, 21 hours per week arranged as 3 days per week, with potential for additional hours. Casual placements also available. Office hours are 8.30am to 4.30pm. Please be aware this position may be required to work after office hours and/or over weekends. ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

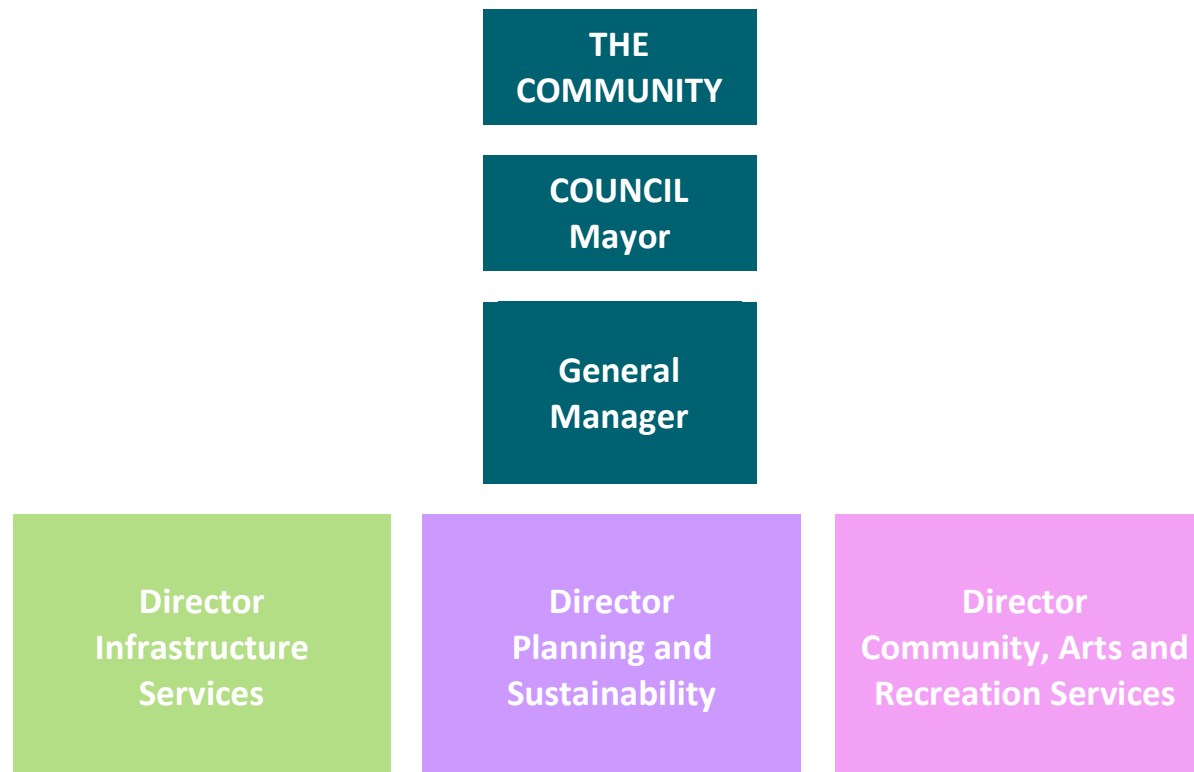


Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

Leave Entitlements: Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

