

Position Description

Regeneration Assistant - Riparian Projects



Position Title	Regeneration Assistant - Riparian Projects	Role ID	SEREG2
Division	Sustainable Communities and Environment	Unit	Sustainability and Environment
Job Grade	3	Award	38
Reports To	Supervisor - Riparian Projects		
Revised/Created	January 2020 – Template updated		

Primary Objective

- Assist to establish and maintain natural area revegetation and regeneration sites throughout Tweed Shire.
- Undertake maintenance and other duties as required in Council's riparian projects nursery.
- Undertake construction and maintenance of coastal and waterways infrastructure.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

SUSTAINABLE COMMUNITIES AND ENVIRONMENT

The Sustainable Communities and Environment Division is responsible for the Management of Resource Recovery, Sustainability and Environment, Parks and Active Communities, Community Services, Tweed Holiday Parks and Cultural Facilities throughout the Shire.

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Sustainability and Environment Unit

The Sustainability and Environment Unit is responsible for managing, restoring and conserving the natural environment of the Tweed Shire. This involves developing and implementing strategic and operational plans and projects as well as providing advice on environmental policies and procedures.

The Position

Council's Natural Area Rehabilitation program is focused on increasing the extent and quality of native vegetation in areas adjacent to the coast and waterways of the Tweed Shire. Projects are situated across the shire, from estuaries to upper catchment rainforest streams and the coastal dunes.

The position provides assistance to the Supervisor Riparian Projects, Supervisor Coastal Assets, Senior Program Leader Waterways and other Natural Resource Management Unit team members in the establishment and maintenance of environmental projects.

Projects may involve tree planting, weed control, fencing, track construction, nursery work, debris removal and other related activities. Projects are generally undertaken on public land and may involve work from community volunteers.

It is essential that the incumbent possesses a commitment to the conservation of Tweed Shires flora and fauna, and be prepared to gain skills and experience in the management of natural areas.

The position requires a level of competence in bush regeneration equivalent to NSW TAFE Certificate 3 in Conservation and Land Management plus the use of hand tools and equipment, such as brush cutters.

The position requires the ability to operate certain items of larger plant, for example the waterways program boat and the team 4 wheel drive vehicle and trailer.

Work will involve physical exertion in the outdoor environment including steep, densely vegetated and uneven terrain, therefore a high level of mobility and physical fitness is required.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

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The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Natural Area Regeneration	<ul style="list-style-type: none">• Regenerate and maintain Natural Areas in the coastal and riparian environment.• Undertake tree planting, care and maintenance.• Undertake seed collection and plant propagation.• Control weeds, including physical and chemical techniques to target specific species.• Collect litter.• Identify Native plant and environmental weed.• Undertake unsupervised maintenance of regeneration sites in natural areas and Council nurseries.
2. Team Leadership	<ul style="list-style-type: none">• Instruct Regeneration Labourers and supervise Community Volunteers.• Provide briefings to supervisor and other NRM staff.• Ensure staff or community volunteers under immediate control apply sound WHS practices.• Prioritise scheduled works in the absence of immediate supervision.• Organise plant and equipment required for day to day activities.
3. Plant Operation	<ul style="list-style-type: none">• Operate and undertake basic maintenance of brush-cutters, chainsaws and hand tools.• Operate and undertake basic maintenance of boats.
4. Communication	<ul style="list-style-type: none">• Provide prompt and courteous advice to the community.• Respond to public enquiries whilst on the job.• Cooperate and communicate effectively with staff in other Council Divisions.
5. Training	<ul style="list-style-type: none">• Undertake additional training in the operation of additional plant as required.• Undertake training in safe chemical use.• Undertake any other statutory training required for carrying out the duties related to occupational health and safety or environmental protection.

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The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017. New staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Supervisor Riparian Project
- Senior Program Leader - Waterways
- Coordinator - Natural Resource Management

External Relationships

- Landcare groups
- General public

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Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Hold a TAFE Certificate 3 in Conservation and Land Management.
2. Hold a Current Vehicle Licence – Car or Light Rigid or Medium Rigid or Heavy Rigid or Heavy Combination.
3. Hold a NSW Boat Drivers Licence.
4. Hold a chemical user accreditation.
5. Demonstrated experience in regeneration/revegetation work.
6. Demonstrated knowledge of native plants and environmental weed species.
7. Demonstrated experience in light construction, e.g. Fencing, tracks etc.
8. Demonstrated knowledge of safe work practices related to natural area regeneration work.
9. Demonstrated competence in provision of quality customer service.
10. Demonstrated competence in operation of brush-cutters, chainsaws and hand tools.
11. Demonstrated competence in the safe use of herbicides.

Desirable:

12. General Construction Induction Card (White Card).
13. Interest in and commitment to improving the environmental management of Tweed Shires Bushland and Waterways.

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Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Foundational
Display Resilience and Adaptability	Foundational
Act with Integrity	Foundational
Demonstrate Accountability	Foundational
Relationships	
Work Collaboratively	Foundational
Communicate with a Customer and Community Focus	Foundational
Influence and Negotiate	N/A
Results	
Plan and Prioritise	N/A
Think and Solve Problems	Foundational
Deliver Results	Foundational
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A