


POSITION DESCRIPTION		
	<b>Position Title:</b>	Bushcare Officer
	<b>Position Number:</b>	P00748
	<b>Directorate:</b>	Environment
	<b>Service:</b>	Bushcare Team
	<b>Location:</b>	Katoomba
	<b>Date Created/Updated</b>	
	<b>Position Classification:</b>	Band: 2    Level: 2    Grade: 1

## POSITION PURPOSE/OBJECTIVE

The Bushcare Program is responsible for the co-ordination of up to 65 volunteer Bushcare and Landcare groups, participating in Council's Bushcare Program. Each officer will take primary responsibility for the support of a portion of the groups.

They will also contribute to the management of the Bushcare Program by providing ongoing assistance and support for volunteer Bushcare groups in accordance with Council's Bushcare procedures, plans and policies.

## RELATIONSHIPS

<b>Reports to:</b>	<b>Bushcare Team Leader</b>
<b>Reports to (position number):</b>	
<b>Staff Responsibility:</b>	<b>Volunteers</b>
<b>Key Internal Relationships:</b>	<b>Environment, Environment &amp; Planning Services Directorate</b>
<b>Key External Relationships:</b>	<b>Bushcare Network, National Parks &amp; Wildlife Service, Sydney Water, Private Landholders</b>

## WORKING ENVIRONMENT

The Environment & Planning Services Directorate leads the development and implementation of the strategic direction, policy and standards for the City of the Blue Mountain's community, and its environment, economy, culture and infrastructure. It does this through the provision of a wide range of programs and services for the benefit and well-being of the Blue Mountains community, as well as through strategic asset management and the delivery of capital improvements and major projects across the City.

The Environment & Planning Services Directorate has the following five functional areas:

- Environment Branch - Environmental Planning, Natural Area Management, Emergency Management & Resilience, and Healthy Waterways

- Compliance & Specialist Services Branch – Health & Compliance, Development Engineers, Environment & Landscape
- City Planning Branch – Statutory Planning, Land Use Planning, Heritage Planner, Cultural Heritage
- Development & Building Services Branch – Development Assessment, Residential Development Assessment, Commercial Development Assessment
- Business & Systems Branch

The Directorate operates within a dynamic and responsive working environment that revolves around the requirements of the Council, councilors, other agencies and the community. It also works closely with the other Directorates and Groups within the organisation – Strategy and Corporate Services, Culture and Community Services, Economy, Place & Infrastructure Services, as well as the Office of the CEO.

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## **KEY RESPONSIBILITIES**

The Bushcare Officer will provide technical support to Bushcare and/or Landcare Groups taking part in the program, including attendance at the group's workdays. They will be responsible for:

- Ensuring relevant Council policies, procedures and work plans are implemented during work sessions.
- Providing the necessary training and technical advice during work sessions; and other occasions as necessary.
- Ensuring that volunteers are adequately supported and/or directed during work sessions, and have tasks to carry out that is appropriate to their abilities.
- Identifying risk hazards on site and managing the risks during work sessions.
- Arranging the supply and maintenance of tools, equipment and materials as required, including first aid materials.
- Arranging the supply of support services from Council that can include chain sawing, rubbish removal and chipping of weed material.
- Ongoing development of short and long term strategies for the rehabilitation of sites, and ensuring these are in accordance with Council's strategic priorities.
- Carry out other duties as requested which may be reasonably expected within the scope of the classification level and skill base of the employee.

They will also contribute to the general running of the Bushcare Program by:

- Assisting with the development of articles for a Council's regular newsletter that will provide technical and other advice for participants in the Bushcare Program.
  - Assisting with the provision of regular inductions and training courses for volunteers.
  - Assisting with the maintenance of relevant records, including a current register of volunteers and volunteer groups working within the City.
  - Assisting with the promotion of the Bushcare Program amongst the Blue Mountains community.
  - Assisting with the provision of technical advice on bush management issues to the communities.
  - Assisting with the development of applications for grant funding for the support of the groups' projects and where appropriate monitoring the relevant budgets.
  - Liaising and networking with Council, state and other relevant agency representatives involved in bush management and volunteer management.
  - Administering relevant records and associated documentation.
  - Preparing relevant correspondence to the public, other authorities or divisions of Council as required.
  - Attending relevant after hours meetings as a Council representative.
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### **Guiding Principles**

- We act as one organisation responding to the changing needs of our community while protecting and enhancing our World Heritage environment
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture for our employees, our community and our environment
- We are a socially, environmentally and financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community.

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### **Workplace Health & Safety**

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

## **Compliance & Risk**

You are responsible for ensuring that you conduct your risk management responsibilities as described in council's Enterprise Risk Management (ERM) Policy and Procedure (the ERM Framework) with the goal of ensuring that potential issues are identified and reported in a timely manner.

In undertaking your work should you identify contaminated land or potentially contaminated land, including but not limited to Asbestos contamination you are required to notify your supervisor immediately.

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## **COMMUNICATION**

This position, as a representative of Council, is required to provide effective written and verbal communication within the Natural Area Management Team, with volunteers, the general public and key external agencies.

The position communicates information across other teams and provides feedback in the development of processes and procedures to ensure continuous improvement in the operation of their work activity.

This position will also provide technical advice to the Bushcare Team Leader and Natural Area Management Program Leader as required. The position is also required to bring to the attention of the Bushcare Team Leader and the Natural Area Management Program Leader any issues that may impact adversely on council's operations.

Ensure that all dealings with the public are consistent with Council's commitment and policies to providing a high level of customer service and satisfaction.

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## **JUDGEMENT & PROBLEM SOLVING**

The jobholder will be required to follow Council's policies and procedures necessary for the position. As the Blue Mountains City area is within a World Heritage Listed National Park, there are many policies, legislative and technical requirements to be aware of and to be interpreted.

The position requires problem-solving skills where necessary, to participate in team based decision making with appropriate considerations of regulations, standards and planning instruments. The position also makes autonomous decisions in providing leadership and supervision of volunteers.

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## **AUTHORITY**

This position reports directly to the Bushcare Team Leader and may also work under the direction of other Natural Area Management Team Leaders, Natural Area Management Officers, Natural Areas Operation Team Leader, Natural Areas Operation Supervisors.

This position also has the authority to:

1. Undertake decisions in relation to the work activities of this position; and
2. Undertake other actions specifically detailed in Council's delegations and authorities to the position.

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## **ESSENTIAL CRITERIA**

1. TAFE Conservation & Land Management Certificate III in Natural Areas Restoration or equivalent.
2. AQF 3 Chemical Users Certificate.
3. Current Class C Drivers Licence.
4. Minimum of 2 years professional experience in bushland regeneration including experience in team leadership roles.
5. Demonstrated experience in providing training in bush regeneration techniques and strategies.
6. Demonstrated experience in community development, including facilitation of community groups focused on the delivery of environmental outcomes.
7. Strong communication and positive influence skills and a demonstrated ability to work with a range of people and situations.
8. Ability to work as a member of a team and independently within the Council framework for community engagement.
9. Sound computer skills including Microsoft office applications or equivalent.
10. Understanding of and commitment to Work Health and Safety, EEO Legislation and procedures.

## **DESIRABLE CRITERIA**

1. Experience in creek line restoration, track construction and small scale drainage works.
2. GIS mapping skills
3. AQF 4 Chemical Users Certificate.
4. Current First Aid Certificate
5. Understanding of the Blue Mountains ecology

## **BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS**

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.*

*Please contact the WH&S Officer if assistance is required in completing this form.*

<b>Position:</b>	Bushcare Officer		
<b>Responsible Manager/ Supervisor:</b>	Bushcare Team Leader		
<b>Signature:</b>		<b>Date:</b>	

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL		PHYSICAL		PHYSICAL		BIOLOGICAL	
Heavy Manual Tasks	1	Shoveling/Digging	1	Prolonged Driving (periods > 2hours)	0	Possible exposure to Hepatitis A, B, C	1
Light Manual Tasks	3	Pushing loads > 5kgs	1	Working Alone	0	Pesticide Spraying	0
Repetitive Lifting	1	Pulling loads >5kgs	1	Overhead Work	0	Herbicide Spraying	1
Trunk Twisting	2	Frequent bending/ stooping	3	Use of Computer for screen based activities.	1	Possible exposure to Tetanus	1
Standing for extended periods	1	Sitting for extended periods	1	Prolonged Sitting (periods > 1hour)	1	<b>CHEMICAL</b>	
Kneeling for extended periods	3	Hearing above background noise	1	Prolonged Standing (periods > 1 hour)	2	Dusts	1
Extend arms for reaching	2	Walking on uneven ground	3	Operating Machinery	1	Liquids	1
Elevating arms above shoulder height	1	Walking for extended periods	2	Vibration	0	Mists / Fumes	1
Climbing to access/ exit excavations	0	Colour Vision	1	Confined Spaces	0	Gases/Vapours	0
Throwing	0	Depth Perception	1	<b>USE OF PERSONAL PROTECTIVE EQUIPMENT</b>		Odours	0
Crawling	1	Balancing	1	Safety Boots/Shoes	3	Working with Solvents	0
Inside Work	1	Fine Manipulation	2	Dust Mask/ Respirator	1	<b>BIOMECHANICAL</b>	
Outside Work	3	Working Near Machinery	1	Protective Eyewear	3	Repetitiveness	1
High Temperatures > 38deg	0	Working at Heights	0	Ear plugs/Muffs	0	Fatigue	0
Low Temperatures < 3 deg	1	Noisy Work Areas	0	Hard Hat	0		

**Provide a brief description of the job requirements:** Working in bushland with volunteers/using techniques at bush regeneration/office administration support to groups.