

# Biodiversity Referrals Officer

**Classification:** Band 6, 24 hours p/w (0.6FTE), Permanent Part-time  
**Date Reviewed:** October 2021  
**Department:** Environment **Directorate:** City Development  
**Approved by:** Director City Development

## Commitment of Brimbank City Council

All employees at Brimbank City Council are expected to provide the highest standards of work to ensure that Council can achieve its Vision and meet organisational objectives.

### Our Vision

Vibrant, harmonious and welcoming.... a great place to live, work and grow.

### Statement of Strategic Intent

Developing Brimbank through enhancing and celebrating the many diverse identities, communities and cultures within Brimbank; creating high quality spaces and places; and providing learning and employment opportunities.

### Mission

Brimbank City Council will strive to achieve the community's vision by:

- Meeting the needs of our community and those of future generations in a collaborative and financially responsible manner;
- Enhancing community wellbeing within a strong foundation of social justice;
- Creating an urban environment that is safe, attractive, vibrant and liveable;
- Demonstrating commitment to environmental protection, sustainable development and reducing our ecological footprint;
- Promoting Brimbank as the first choice for new industry, business and development; and
- Delivering best practice services that meet the needs of the diverse and growing Brimbank community.

### Our Values

At Brimbank, all our roles in different ways, impact and support the diverse needs of the community we serve. Our values and behaviours demonstrate what is important to us, the Brimbank team. They help build a shared understanding and guide our interactions with each other and the community. We act with integrity, we find better ways, we work together, we are respectful.

*Community  
First*

#### OUR VALUES



## **Position Purpose**

To optimise the conservation of the natural environment in Brimbank:

- Review proposals for development on both private and public land, and provide informed biodiversity planning assessment and advice to avoid and minimise impacts.
- Provide biodiversity assessment and technical advice regarding Council projects and works to embed urban ecology principles.

Referral advice must be in accordance with the Brimbank Planning Scheme and relevant statutory approval requirements and process. It should also take into account Council plans and strategies, and relevant legislation to conserve, and improve the condition and extent of biodiversity in Brimbank.

## **Key Responsibilities**

- Provide assessment and advice to Council departments and external stakeholders regarding environmental impacts of land use development and development proposals within the context of the Brimbank Planning Scheme, State Planning Provisions and Federal legislation.
- Provide advice to Council departments on how to avoid and minimise the environment impacts of Council infrastructure and capital works projects.
- Provide advice and comment on relevant local, state and federal strategic document development and/or proposed legislative changes.
- Ensure all internal and external advice is clear, concise and well justified with reference to relevant legislation, practice notes, guidelines and the Brimbank Planning Scheme.
- Prepare and implement internal procedures that guide internal process regarding relevant legislation requirements and approvals process.
- Prepare and deliver presentations to Council departments regarding relevant legislation.

## **Child Safe**

Brimbank City Council is a Child Safe organisation. Brimbank will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices. All allegations of abuse and safety concerns received by Council will be treated very seriously and acted upon in accordance with relevant policies and procedures.

## **Equal Opportunity**

Support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

Adhere to Council's Equal Opportunity policy and procedures and the Victorian Equal Opportunity Act 2010 and federal legislation in regard to Equal Opportunity.

## **Occupational Health and Safety**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public.

- Executive – Establish, maintain, evaluate and continuously improve Council’s OHS management system
- Managers, Coordinators, Team Leaders – Implement, monitor, audit, supervise and enforce conformance with Council’s OHS policies, procedures and safety standards. Prepare and implement associated Departmental OHS programs. Identify and resolve Departmental OHS issues.
- Employees – Everyone is an employee - Conform to Council’s OHS policies, procedures, and code of conduct and safety standards. Whilst at work, all employees must:
  - Take reasonable care for their own health and safety
  - Take reasonable care for the health and safety of persons who may be affected by the employee’s acts or omissions in the workplace
  - Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures
  - Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety
  - Use protective equipment or clothing provided by Council at all required times
  - Employees should immediately notify their manager in the event of an injury, near miss, damaged equipment or other workplace hazard
  - Refer: Occupational Health and Safety Act 2004

### **Risk Management**

- Contribute to making Brimbank as risk free as possible for all employees, residents and visitors
- Take all reasonable action to protect Council assets from damage and or loss
- Comply with Council’s Risk Management Policy and Risk Management Guide.

### **Managing Information**

All employees have a responsibility to ensure all business records are accurately captured and managed within Council’s recordkeeping systems. This includes:

- making records to support what you do that provides evidence of business transactions
- ensure records are descriptive to enable easy identification and retrieval
- ensure security of information, protect confidential, personal and sensitive information and only release information when authorised to do so
- familiarise yourself with information management policies and procedures and where possible take reasonable steps to improve recordkeeping practices in the workplace.

### **Legislative Governance**

Each employee has a duty and a responsibility to:

- Contribute to the development of Council’s legislative governance culture
- Adhere to Council’s Legislative Governance Policy
- Do all things reasonably necessary to achieve compliance with those obligations relevant to you, which are derived from law, Council policy, strategy, procedure and contracts, as soon as practicable and by the legislative due date.

### **Returns**

Staff may be required to submit a Return of Interests pursuant to section 81 of the Local Government Act, if appointed by the CEO as a Nominated Person or where required to by law.

## Organisational Relationship/Context

<b>Reports to</b>	Conservation Coordinator
<b>Supervises</b>	N/A
<b>Budget managed</b>	N/A
<b>Major contacts</b>	Internal Liaisons <ul style="list-style-type: none"><li>• Biodiversity Officer</li><li>• Environment Manager</li><li>• Capital Works Steering Committee</li><li>• Capital Works Project Officers</li><li>• Strategic and Statutory Planners</li><li>• Planning compliance</li><li>• Engineering</li></ul> External Liaisons <ul style="list-style-type: none"><li>• Government Departments including DELWP</li><li>• Environmental Consultants</li><li>• Developers</li><li>• Residents and other members of the community</li></ul>

## Accountability

- Provide timely and legally compliant advice to planning application referrals with regard to the Planning and Environment Act (1987) and other environmental legislation and policies.
- Provide assessment and advice to Council departments and external stakeholders relating to the environmental impact of land use and development proposals with the goal of protecting natural assets and biodiversity values.
- Develop maintain and implement procedures that guide internal works regarding relevant legislation requirements and approvals process.
- Develop and maintain data systems to record and track planning applications and environmental outcomes across the municipality.

## Judgement and Decision Making

- Ability to make sound, well-reasoned decisions about complex environmental issues.
- Ability to resolve problems, in consultation with Conservation Coordinator, innovatively and constructively for positive outcomes which ensure the protection and enhancement of natural assets and biodiversity values, whilst facilitating delivery of Council projects.

## Specialists Skills and Knowledge

- Sound knowledge of legislation and planning policies, provisions and guidelines relating to the natural environment, particularly in relation to protection of native vegetation, biodiversity and waterways.
- Sound knowledge of ecological vegetation classes that occur within the Brimbank municipality.
- Ability to read and interpret plans and drawings relevant to development.

- Ability to assess site conditions to consider native vegetation and species habitat and potential impacts, appropriateness of the proposal, effect on surrounding landscape and assets.
- Demonstrated ability to translate legislative controls and objectives into practical and enforceable permit conditions through referral responses.
- Ability to translate environmental controls into the development of Environment Construction Management Plans.
- Ability to read and interpret plans and drawings relevant to development.
- Demonstrated ability to identify opportunities and initiate action to improve systems and processes to minimise environmental impacts, and enhance benefits to the organisation and the natural environment.

## **Management Skills**

- Develop and use collaborative work relationships to accomplish work goals.
- Ability to manage and prioritise workload, coordinate a number of concurrent activities whilst meeting targets and deadlines.
- Ability to manage projects independently, including the supervision of environmental consultants as required and delivery of outputs within specified timeframes.
- Proficient computer skill including the MS Office Suite.

## **Interpersonal Skills**

- Capacity to establish and maintain internal relationships that support the development of biodiversity protection and enhancement initiatives.
- Demonstrated skills in stakeholder management and negotiation to achieve best environmental outcomes onsite.
- Ability to communicate clear information and advice to internal and external stakeholders.
- Ability to translate technical environmental information into a format that is accessible to a variety of audiences.

## **Qualifications and Experience**

### **Mandatory:**

- Relevant tertiary qualifications in conservation and land management, town planning, environmental management or related field or less formal qualifications with substantial work experience in managing natural resource and/or environmental planning.
- Demonstrated experience providing biodiversity planning advice based on relevant legislation and planning policies and provisions.
- Knowledge of ecological vegetation classes that occur within the Brimbank municipality and experience undertaking and/or reviewing flora and fauna assessments.
- Current Victorian Driver's license.

### **Desirable:**

- Knowledge of natural resource management.

## **Key Selection Criteria**

1. Ability to work in accordance with our values and behaviours
2. Possess relevant tertiary qualifications in conservation and land management, town planning, environmental management or related field, or substantial work experience in managing natural resources and/or environmental planning.
3. Knowledge and understanding of land use planning systems, polices and processes in Victoria, and Federal legislation and policies as they relate to the natural environment.
4. Ability to read and interpret planning applications and likely impacts on local biodiversity values.
5. Experience providing clear, concise and well justified environmental planning assessment and advice. This includes the ability to translate legislative controls into practical and enforceable permit conditions.
6. Ability to influence others under pressure to achieve legally compliant site specific solutions to reduce impacts and include positive outcomes for the natural environment.