

POSITION DESCRIPTION

Position Title	Team Leader Natural Areas
Position Number	35182
Division	Community Assets
Branch	Open Space and Sustainability
Grade	12
Special Requirements	Class C Drivers Licence
Physical and Environmental Demands	Mobility around worksite Ability and willingness to work in a range of outdoor weather conditions Manual Handling
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Balanced
Service/s	Natural Resource Management

Reporting Structure



Position Purpose
<p>To undertake natural areas maintenance activities within Council's open space network providing assistance with bush regeneration, conservation, riparian areas, aquatic vegetation, weed control, constructed vegetated water quality systems and general open space maintenance activities.</p>
Key Result Areas
<ul style="list-style-type: none"> • Leadership • Natural Resource Management • Branch Activities • Customer Service • Corporate Core Values
Key Duties & Responsibilities
<p>Leadership</p> <ul style="list-style-type: none"> • Display Councils Core value of Leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours. <p>Natural Resource Management</p> <ul style="list-style-type: none"> • Complete maintenance activities and requested works relevant to Open Space network; primarily bush regeneration, riparian areas, aquatic vegetation, weed control, vegetated water sensitive urban design assets, litter removals, dumped rubbish or other work relevant to open space maintenance. • Work with team members, volunteers and contractors to develop and implement natural areas projects and works programs. • Supervise implementation of operational work plans for related Natural Areas assets including supervision of service providers to ensure works are undertaken in accordance with service standards and specifications. • Provide technical advice on maintenance requirements for Natural Areas assets, including assisting and training other staff in the maintenance requirements for Natural Areas assets. • Monitor work output and adjust works program to provide an effective and efficient work group. • Collate and provide updates, technical advice and reports on maintenance programs within Natural Areas works program. • Contribute to the delivery of Bushcare Programs by coordinating and supervising on-ground works of Bushcare groups and other community activities (when required). • Assist and train other staff and volunteers in the use of plant and equipment, leading by example through being a role model. • Handle records with care, protect sensitive records from unauthorised access and ensure records are not destroyed without authority. • Provide advice and respond to enquiries from community, community groups, developers and other stakeholders. • Participate and provide feedback, in Practical Completion (PC) and End of Defect Liability Period (DLP) inspections of related Natural Areas assets. • Competently use mobile devices and Council applications including future technology enhancements. • Assess suitability and safely and proficiently; drive vehicles and use small plant, and equipment used in Natural Areas maintenance including undertaking daily inspection and minor maintenance of plant and equipment.

Branch Activities

- Other relevant duties which may be required by the Supervisor, Coordinator, Senior Parks Coordinator or Manager from time to time.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

Corporate Core Values

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.

WHS Responsibility

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.
- Report incidents within timeframes in compliance with Council's management systems.

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their Manager or appropriate officer; and follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Certificate III in Conservation and Land Management, Conservation and Ecosystem Management, Horticulture and/or relevant industry experience.
- Experience in inspection and maintenance of vegetated WSUD assets, natural areas and landscaped areas
- Experience in the use of plant and equipment associated with natural areas maintenance
- Experience in supervising staff and/or volunteers
- Have obtained or have ability to obtain and maintain, WHS White card, AQF3 Working with Chemicals, Trim and cut felled trees or equivalent.
- Demonstrated plant and weed identification skills.
- Ability to read plans and technical drawings associated with vegetated WSUD assets.
- Sound oral, written and computer application skills with the ability to complete procedural paperwork

Desirable	
<ul style="list-style-type: none"> • Qualifications in leadership or frontline management • Experience with supervision of contractors. 	
Prepared By	Manager Open Space & Sustainability
Date Prepared	April 2024
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	