

# Position Description



## Job Details

Job Title:	Apprentice Natural Resource Management
Reports to:	Natural Resources Team Leader
Group:	City Assets

## Position Purpose/Job Summary

The Apprentice Natural Resource Management is a member of the Natural Resource Management team and is responsible for providing support in the delivery of Council's Bush Regeneration and Creek Cleaning/ GPT Maintenance programs.

The role will also assist in the delivery of Council's natural resources education activities for the general public, community groups and schools, involving presentations, and information displays.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

The position is full time, including study time to complete a Certificate IV in Conservation and Ecosystem Management. Training will take place onsite.

Applicants must:

- Be passionate about the natural environment, bush regeneration and working in the Natural Resources Management industry.
- Be dedicated to completing Certificate IV of Conservation and Ecosystem Management
- Current drivers' licence and own transport
- Passion for Australian native plants
- Be dedicated & committed to the qualification and term of the apprenticeship
- Able to use online learning technologies or willingness to learn
- Able to work independently
- Work well in a team environment
- Love working outdoors in all weather conditions
- Have a high attention to detail
- Be a reliable and hard worker with a positive attitude
- Have completed CareerGate 3 – General Aptitude Assessment

### **Essential**

- Successful completion of Year 12 Higher School Certificate or equivalent.
- Proven ability to work in a team environment.
- Highly developed communication and interpersonal skills.
- Understanding and willingness to undertake the required qualification within the term of the role.
- Class C Driver's licence

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## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### Desirable

- 3 years of appropriate work experience, an industry association or a Landcare group
- Enthusiastic and aware of Australian native environments and ecosystems
  - Computer software skills in Word, Excel, PowerPoint
  - An understanding of operating in a publicly accountable environment.
  - Working with Children Check (or willingness to obtain one)

## Key Accountabilities – Position Specific

1. Assist in the implementation of Councils Bush regeneration program, Creek Clean/ GPT Maintenance Program, and feral animal control program.
2. Assist in the delivery of Natural Resources events such as National Tree Day.
3. Assist in the delivery of environmental education activities and help deliver councils Environmental Volunteer Program.
4. Assist in the implementation of Natural Resources projects.
5. General administration and resolution of complaints/enquiries.

## Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

## Reporting Relationships

**Direct:** Nil.  
**No. of Indirect:** Nil

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<b>Key Relationships</b>	
<b>1 Internal</b>	
Communicating with	Nature of Communication
Directors, Senior Managers, Manager City Assets, Natural Resources Coordinator.	To advise and keep informed of the ongoing programs pertaining to the core duties of the position. To advise on creek bank, flood mitigation and other waterway related matters involved with the position. To provide technical assistance and advise on various projects as required.
Staff within the Natural Resource Management	Daily and on a face to face basis, and/or by telephone when necessary to provide data, information, administrative support, guidance and advice, participate in meetings and respond to requests and enquiries.
Staff within the organisation.	Daily and on a face to face basis, and/or by email and telephone to answer enquires/requests for data and information, provide administrative support, provide advice and guidance and build and maintain relationships
<b>2 External</b>	
Communicating with	Nature of Communication
General Public Committees	Advise and act on matters raised by residents relating to the core duties.
Community Groups	Work with groups on various projects. Assist with resources and on ground works.
Contractors, Professional & Technical Groups/Individuals	Give advice and organise actions for various complaints and requests.
<b>Position Dimensions</b>	
<b>Delegation:</b>	
This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegation of Authority. Contact the Governance and Legal Division for delegations designated to this position.	
<b>Decision-making Authority &amp; Accountability</b>	
<ol style="list-style-type: none"> <li>1. The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1</li> <li>2. Consultation with natural resources staff in relation to weeds, storm water, vandalism, revegetation, with catchment management, environmental standards, outcomes.</li> </ol>	
<b>Problem Solving</b>	
Judgement:	
<ul style="list-style-type: none"> <li>• Identify/ use a number of methods to interpret and solve problems.</li> <li>• Interpret knowledge of established procedures/ guidelines and able to follow alternative course of action.</li> </ul>	

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Typical challenges include:

- Constantly shifting priorities and multiple clients demands
- Competing priorities within set resources
- Communicating with a diverse and multicultural community
- Raising community awareness across a range of environmental and natural resource issues

## Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

## Signature

<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>