

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Biodiversity Programs Officer	3357
CLASSIFICATION	ANZSCO CODE
Band 6	234399
DEPARTMENT	DIVISION
Sustainable Environment	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Phoenix, 25 Armstrong Street, Ballarat Central Depot, 2 Trewin Street, Wendouree

Position Objectives

- Deliver positive biodiversity outcomes for the City of Ballarat through the protection and enhancement of Ballarat's natural environment.
- Working with a variety of internal and external stakeholders developing and delivering programs and activities that foster and support community participation in environmental stewardship.
- Be actively involved in helping to coordinate, facilitate and connect the internal and external environmental community to deliver on-ground projects that enhance the ecology of Ballarat.
- Provide advice to internal and external stakeholder on urban and rural ecology while establishing and updating online, physical and community knowledge resources.

Key Responsibility Areas

- Develop, implement and facilitate projects that protect and enhance biodiversity and deliver on the City of Ballarat's strategic biodiversity objectives.
- Foster constructive relationships across the organisation to embed environmental stewardship and general sustainability in the City of Ballarat's processes and programs.
- Build partnerships with the Ballarat community, including residents, businesses and local groups to promote healthy attitudes and practices towards nature that improve the environmental stewardship and general sustainability practices of the community.
- Maintain a positive, welcoming, and constructive day-to-day relationship interface with internal and external stakeholders and partners, including Traditional Owners, agencies, Landcare and Friends Groups.
- Investigate and respond to internal enquiries seeking ecological advice on projects and planning applications.
- Maintain appropriate project records to facilitate project reporting and funding acquittal requirements.
- Provide technical support and advice to the Sustainable Environment Team and broader Waste and Environment Team as required.
- Partner with the Parks and Gardens Teams to deliver outcomes that further the positions objectives.
- Other duties as required by Team Leader and Coordinator Sustainable Environment within the skills and competency of the employee.
- Supervise contractors or other staff to implement projects as required.

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REPORTS TO:	DIRECT REPORTS:
Team Leader Sustainable Environment Planning	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
<ul style="list-style-type: none"> Waste and Environment Team Parks and Gardens Teams All divisions and business units of Council as arises 	<ul style="list-style-type: none"> Government / Statutory Authorities Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) and Dja Dja Wurrung Clans Aboriginal Corporation (DJAARA) Residents and general public Community groups and organisations Advisory groups and committees Businesses Contractors & consultants

Accountability and Extent of Authority

- Accountable for achieving agreed outcomes within set timeframes and budget.
- Contribute to cross-department and cross-organisational projects that further the positions objectives.
- Under the direction of the Team Leader and Coordinator Sustainable Environment, provide specialist and technical advice to Council, Executive, Council officers and the community on sustainability related issues.
- Delivery of allocated projects and programs as identified in relevant strategies with freedom to act being subject to regulations and policies.
- Establish priorities for biodiversity and environmental stewardship programs and contribute to the broader unit planning to achieve City of Ballarat targets and objectives.
- Represent City of Ballarat as required at relevant forums and events.

Judgement and Decision Making

- Adhere to approved project timelines, work plans and performance outcomes of the position.
- Use initiative to determine the most appropriate method to engage and educate in order to achieve Council's strategic biodiversity objectives.
- Demonstrate ability to work independently with minimal supervision. Guidance and advice within Council is not always immediately available, requiring initiative and sound judgement to make decisions in line with Council's policies and objectives.
- Problems are occasionally of a complex or technical nature with solutions not always encountered previously; ability to interpret and problem solve with creativity, flexibility and adaptability are required.
- Implement and evaluate City of Ballarat's strategic response to biodiversity issues utilising the resources available.
- Demonstrated ability to work independently with guidance and advice usually available from the Team Leader or Coordinator.
- Demonstrated initiative in managing the workload and freedom to prioritise own tasks.
- Authority to make decisions and use judgement to develop responses and communicate them to a wide audience, within relevant policies and procedures.

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Specialist Skills and Knowledge

- Knowledge of State and Federal Government policies, guidelines and Acts relating to flora, fauna and the natural environment.
- Knowledge of natural resource management principles and practices.
- Experience in designing and delivering community and corporate behaviour change and education initiatives.
- Excellent public speaking and presentation skills with demonstrated experience facilitating, consulting, leading and coordinating diverse audiences.
- The ability to search for and enact solutions to new problems and opportunities.
- Well-developed program and project management and evaluation skills, including the ability to set parameters, research and utilise new technology, resource and methods of delivery.
- The ability to translate strategic objectives into innovative practical applications.
- Familiarity with project budget management and grants application and allocation, with the ability to manage a budget set by the Team Leader or Coordinator.

Management Skills

- Apply monitoring, reporting and evaluation principles to projects and programs with the goal of continuous improvement.
- Demonstrated ability to work across different teams and organisations to develop support for and understanding of nature positive outcomes.
- Ability to implement and maintain sound risk management within areas of responsibility in accordance with corporate risk management policy and procedures.
- Excellent time management skills and the ability to set and meet priorities, plan and organise own work and that of others under supervision such as contractors and consultants.
- Ability to apply project management using recognised Project Management frameworks and demonstrate financial tracking and project acquittal processes.

Interpersonal Skills

- Be committed to providing guidance and leadership on biodiversity issues in Ballarat demonstrating a proactive and positive attitude in dealings with both internal and external stakeholders.
- Ability to motivate and foster colleague and community participation in the implementation of environmental and general sustainability programs and initiatives as part of a team or independently.
- Have strong written and verbal communication skills, including presentation skills.
- Actively contribute to continuous improvement, quality assurance, and self-development.
- An ability to communicate and negotiate clear and effective outcomes with a wide range of people, both internal and external to the organisation, sometimes with heightened emotions and long histories.
- Demonstrate the ability to actively listen and show empathy to others with honesty and integrity to build strong relationships with internal and external stakeholders.
- Excellent time management skills and the ability to set and meet priorities, plan and organise own work and that of others under supervision such as contractors and consultants.

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Qualifications and Experience

- Tertiary qualifications in Environmental Science / Management or a related discipline is required.
- Practical experience in the natural resource management (NRM) field.
- Experience coordinating environmental programs that included community education and behaviour change components.
- Current Australian Drivers Licence
- Current Working with Children's Check

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- Qualifications and Experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values and environmental stewardship.
- Proven ability to build constructive partnerships with internal and external stakeholders, resolve conflict and manage relationships to deliver positive environmental outcomes.
- Well-developed interpersonal and presentation skills with proven ability to positively influence internal and external behaviours, attitudes and practices towards nature.
- Ability to effectively develop, plan, prioritise and deliver a demanding workload, whilst maintaining established deadlines and procedures.
- Sound understanding of natural resource management (NRM) theory and application.
- Well-developed program / project management and problem-solving skills.

City of Ballarat Core Values

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<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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