

# Bass Coast Landcare Network

## Position Description – Trainee



<b>POSITION:</b>	<b>WORKS CREW TRAINEE</b>		
<b>CLASSIFICATION:</b>	TRAINEE	<b>STATUS (EFT):</b>	1.0 EFT – FIXED TERM 2 YEARS OR COMPLETION
<b>ACCOUNTABLE TO:</b>	WORKS CREW COORDINATOR		
<b>OCCUPANT:</b>	T.B.C		
<b>ISSUE #:</b>	1	<b>DATE:</b>	NOVEMBER 2020

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### 1. POSITION OBJECTIVES

- Undertake and complete training – Certificate III Conservation and Land Management (or similar)
- Learn and develop conservation and land management skills, using those skills to carry out general maintenance and other conservation and land management duties within the Bass Coast Landcare Network Works Team
- Work primarily in the Works Team, this role contributes to maintaining, operating and developing both public and private land within the area of BCLN influence
- Working under routine supervision the incumbent will be required to participate within a team in the operations, maintenance and other directed duties associate with BCLN operations.
- Maintenance of green space and remnant vegetation, improvement of urban and rural landscape.
- Maintain a positive public image for BCLN
- Employees at this level will be expected to be responsible for the quality of their work and exercise discretion in accordance with their level of training and knowledge.

### 2. KEY RESPONSIBILITY AREAS

- As skills and knowledge develop, assist in providing effective conservation and land management support including;
  - applying effective conservation and land management practices
  - working on or near roads
  - operating various light mechanical equipment, such as hedge trimmers, lowers, spray equipment, chainsaws, etc.

- apply safe work practices
- Undertake operations, maintenance, conservation and land management services in accordance with BCLN service levels and with routine (general) supervision.
- Participate and contribute positively as a team member to achieve the agreed work plans and team objectives.
- Operate vehicles, small plant and machinery in accordance with BCLN's requirements and manufactures instructions, ensuring maintenance is undertaken and reported correctly.
- Ensure all activity and work practices comply with BCLN requirements and OH&S legislation.
- Achieve a Level III Conservation and Land Management Certificate. Undertake training and development to ensure high standard of service delivery.

### 3. ORGANISATIONAL RELATIONSHIPS

**Reports to:** Works Crew Coordinator

**Supervises:** n/a

### 4. RESPONSIBILITIES – GENERAL

- **Team Work:** To value other team members contributions and work effectively as a member of a high performance work team. To demonstrate flexibility in work practices.
- **Communication:** Value and encourage communication between individuals, team and work groups. Share information and empower others through providing required information.
- **Customer Service Orientation:** Maintain a customer focus and invest time and effort in learning and understanding customer needs. Ensure that a “customer first” approach is adopted to both internal and external customers.
- **Continuous Improvement and Success:** Aim to continually improve processes and outcomes by constantly evaluating the work being undertaken and look for ways to make improvements. Set and expect high standards for both yourself and others. Be willing to learn new things and to increase your knowledge of the BCLN activities and processes.
- **Initiative and Enthusiasm:** Take self-directed action to do the job well. Anticipate potential problems and initiate corrective actions to avoid them. Maintain a positive attitude towards your work and job. Be aware that your level of enthusiasm can impact on others and influence the culture of the workplace.
- **Confidence and Respect:** Be confident in your and other's abilities. Know your limits and seek assistance when needed. In order to make change happen, it is important that you express your ideas and allow other an opportunity to express theirs in a supportive environment. Acknowledge and value the diversity of others and their views and support equity in the workplace.

- **Ethics, Values and Integrity:** Maintain high standards of ethics and integrity, inspire trust and confidence, treat all contacts equitably and fairly and observe all BCLN policies and procedures as amended / introduced from time to time.
- **Work health and Safety:** to take reasonable care of your own health and safety and for that of other persons in the workplace. To comply with any reasonable and lawful direction given in relation to any health and safety matter, including instructions to wear personal protective equipment. To ensure the employee is not by consumption of alcohol or drug in such a state so as to endanger their own safety at work or the safety of another person.
- **Risk Management:** Maintain and active awareness of risk management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to BCLN.
- **Records Management:** Undertake the positions administrative tasks that are required to fulfil the BCLN statutory responsibilities in the creation, management and protection of records.

## 5. QUALIFICATIONS AND EXPERIENCE

### Essential

- Eligible to undertake a funded traineeship under the Australian Apprenticeships Incentives Program (or similar)
- Literacy and numeracy skills to cope efficiently with Conservation and Land Management Certificate training and work needs
- Effective communication skills
- Ability to work under supervision
- Ability to work well as part of a team
- An ability to perform a wide range of labouring, improvement, maintenance, planting and repair activities.
- Physical capability to frequently perform manual labouring tasks that may involve strenuous activity, repetitive action and work in an outdoor environment.
- Awareness of and a genuine interest in Conservation and Land Management
- Current driver's license (manual)

### Preferable

- Completion of formal secondary education

***The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.***

## 6. SPECIAL CONDITIONS

- The employee will undertake an initial probationary period of three months during which time the applicant will be reviewed for both their suitability for the position and their ability to complete a funded Certificate III in Conservation and Land Management.

- The ongoing employment is conditional on the trainee being accepted into an appropriate and funded Certificate III Conservation and Land Management course
- The employee must continue the course until completion, leaving the course before completion will result in the termination of employment
- BCLN will be responsible for all training costs for the employee, except where a repetition of subject is required, which will be required and at the expense of the employee.
- Employment will only continue during the period of the traineeship, and as such is deemed fixed term for the duration of the course only.

## **7. EQUAL OPPORTUNITY EMPLOYMENT**

- Bass Coast Landcare Network is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.

## **8. WAGES AND CLASSIFICATION**

- The position will be paid in line with trainee wages under the Horticulture Award 2010 [MA00028]

## **9. SELECTION CRITERIA**

- Demonstrated basic knowledge and skills in operations of small plant, identification of plant species, knowledge of maintenance practices used in conservation and land management.
- Previous work experience and / or outdoor activity
- Effective written and verbal communication skills
- Ability to develop skills and knowledge of horticultural practices
- Demonstrated literacy and numeracy skills
- Willingness to undertake further training and development as needed or required
- Demonstrating a positive attitude towards operating in a team environment, in particular sharing workloads and supporting colleagues in a positive manner
- Demonstrated ability to monitor and maintain quality in own work
- Well-developed time management and daily planning skills
- Manual driver's license (essential)

***This position description is not intended to be all inclusive and other or additional duties may be required by the incumbent. All these additional or other duties will be in line with the current skill level and abilities of the incumbent.***