

Bass Coast Landcare Network

Position Description



POSITION:	WORKS CREW TEAM MEMBER		
ACCOUNTABLE TO:	WORKS CREW COORDINATOR	STATUS (EFT):	VARIABLE/CASUAL
OCCUPANT:	T.B.C		
SALARY	HORTICULTURAL AWARD [MA000028]	DATE:	OCTOBER 2021

1. ABOUT THE ORGANISATION

BASSCOAST LANDCARE NETWORK (BCLN) – MISSION:

EDUCATE – GROW – FEED

BCLN was formed in 2003 as an affiliation of 10 Landcare Groups, enabling them to better position themselves for investment from Federal, State and Local Governments and Corporate and Philanthropic sources. Through its Board of Management, BCLN manages and delivers a range of programs from natural resource management, sustainability, education, community events, eco systems programs, pest and animal control, indigenous plant nursery and stakeholder/partnerships. BCLN relies on a dedicated group of staff, volunteers, and stakeholders.

2. POSITION OBJECTIVES

- To ensure the ongoing viability of the Bass Coast Landcare Network Works Crew
- To assist in ensuring smooth and efficient implementation of on-ground works, and the comprehensive recording and reporting of work related activities.
- To assist in supporting key partnerships including relevant authorities, Shire Councils, and all corporate partners of the on-ground projects.
- Support correct WH&S practices within the group and the organisation as a whole.
- Undertake contracted works as directed.
- To help build a genuinely collaborative community of practice and culture in BCLN

3. KEY RESPONSIBILITY AREAS

3.1 Support Bass Coast Landcare Network

- Assist Works Crew Team Leader and Leading Hand in implementing BCLN programs that promote productive and sustainable land use throughout the region.
- Assist Works Crew Coordinator and Landcare project officers in the delivery and recording of the 'On Ground' BCLN works.
- Assist Works Crew Coordinator to remain well informed of regional Landcare related priorities and strategies.
- Assist Works Crew Coordinator in liaising between the BCLN, relevant authorities and landholders.
- Assist Landcare staff in the delivery and recording of the 'On Ground' works.
- Within the area of personal expertise respond professionally and accurately to enquiries within a reasonable time period, maintaining detailed records of all advice provided.
- Maintain accurate records and present reports for presentation as required
- Assist with application, prioritisation, species selection and subsequent implementation of on-ground works in conjunction with local group project officers.
- Assist in developing a professional image for the BCLN.

3.2 Planning, Monitoring and Evaluation of Projects

- As required assist Works Crew Coordinator with site visits on all project sites to ensure works to be undertaken meet the standards and guidelines.
- Assist Works Crew Coordinator in organising post work site visits ensuring works meet standards and guidelines.
- Assist Works Crew Coordinator monitoring standards of stock grown / provided to ensure they meet requirements as set by the Project and reported to nurseries through ordering correspondence.
- Assist Works Crew Coordinator in preparation of relevant reports to enable accurate recording and reporting of BCLN activities.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Works Crew team leader and Leading Hand

Supervises: Trainees, Volunteers

5. QUALIFICATIONS AND EXPERIENCE

Essential

- Practical experience in rural works, including but not limited to chemical spraying, planting, weed removal etc.
- Demonstrated experience in roadside maintenance, parks and recreation ground and other works crew programs
- Demonstrated successful ability to self-manage achieving performance based outcomes

- Demonstrated successful team building skills and a basic understanding of industrial relations awards and procedures
- Demonstrated effective written and verbal communication skills
- Demonstrated 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.
- ACUP Permit
- Current manual driver's license
- Current Working with Children Check

Preferable

- Qualification in Conservation and Land Management, or related field
- Traffic Management qualifications (basic worksite traffic management etc.)
- Chainsaw experience and qualifications
- 4WD experience
- Pest animal control and relevant certificates (1080, firearms)

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

6. SPECIAL CONDITIONS

- A medical examination may be required prior to commencement of employment
- Availability for weekend work at peak times may be required

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

- Competitive salary in line with qualifications and experience

9. SELECTION CRITERIA

- Demonstrated practical experience in environmental restoration works.
- Demonstrated experience and skills in operations of small plant, identification of plant species, knowledge of maintenance practices used in conservation and land management.
- Demonstrated successful ability to monitor and maintain quality in own work
- Ability to work well within a team and communicate clearly
- Well-developed time management and daily planning skills

- Manual drivers license (essential)
- Current Working with Children Check
- ACUP Permit

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.