

Position Description

POSITION TITLE: Biosecurity and Weeds Officer
DEPARTMENT: Development & Environmental Services
REPORTS TO: Health & Building Surveyor
DATE PREPARED: 12/03/2013

POSITION NO: EN
GRADE: 4
DATE REVISED: 11/3/2021

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this goal through the enhancement of our environment and protection from noxious weeds through inspection and control measures operated in accordance with legislation and plans.

MAIN JOB PURPOSE

The role of Biosecurity and Weeds Officer is to implement and enforce compliance with the Biodiversity Act 2015 through delivery of Council's Weeds Management Program including the following functions:

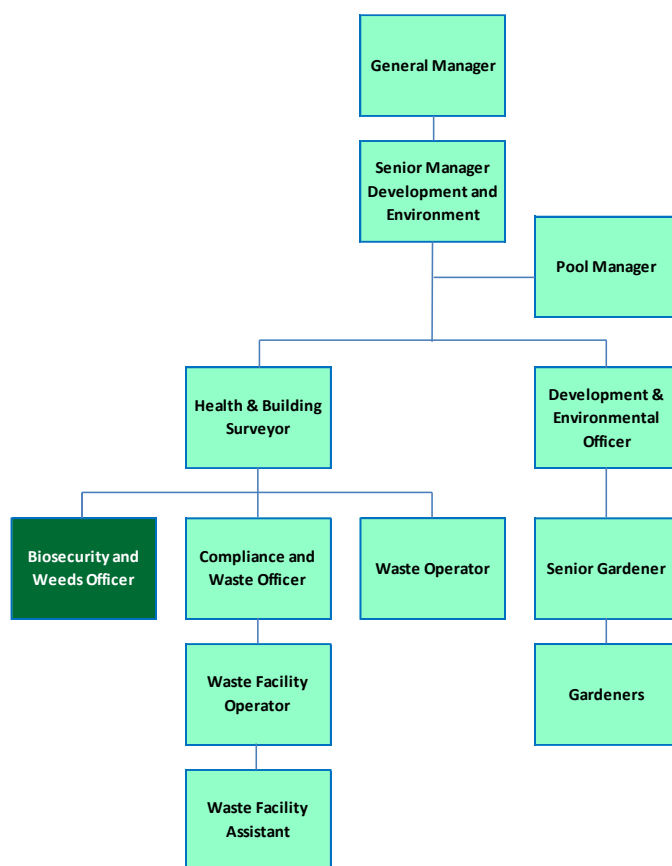
- Develop, implement, coordinate and review Council's weed management program in consultation with the Health and Building Surveyor to strategically manage biodiversity risk including documented policies and procedures for inspections, surveillance and enforcement.
- Develop partnerships with the community and land managers and undertake community education about weed risk and best practice management
- Strategically and proactively carry out inspections on Council owned and managed land, including road reserves, to identify priority weeds that create a biodiversity risk and recommend or take measures to eliminate, minimise or manage this risk.
- Strategically and proactively inspect private lands for priority weeds and seek compliance with the Act from owners / occupiers.
- Maintain records about the exercise of Council's functions under the Act and report on these functions.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

- Having **respect** for other people.
- Providing responsive **customer service**.
- **Taking pride** in Nyngan and the greater Bogan Shire.
- **Working together** as a team to get things done.
- Being **accountable** for our decisions and actions.
- Acting with **integrity and honesty**.
- Demonstrating **strong leadership**.

DEPARTMENTAL STRUCTURE



KEY ACCOUNTABILITIES

The Biosecurity and Weeds Officer has the following specific accountabilities in contributing to the enhancement of our environment and protection from noxious weeds:

1. In consultation with the Health and Building Surveyor develop, implement, coordinate and review Council's weed management program including Council's Weeds Action Program (WAP).
2. In consultation with the Health and Building Surveyor interpret and administer legislation, standards, policies and procedures relating to weed management.
3. Schedule and conduct routine site inspections on Council owned and managed land strategically according to Council's WAP, correctly identifying weeds and assessing weed risk.
4. Conduct weed control activities including chemical application on all Council owned and managed land.
5. Schedule and conduct routine site inspections on private land strategically according to Council's WAP, correctly identifying weeds and assessing weed risk.
6. Plan and undertake investigations and take appropriate regulatory enforcement action in relation to weeds on private land, gather, manage and give evidence in this regard as required.
7. Actively promote Council's image and role in weed control amongst landowners and provide educational resources to help ensure they understand their legal responsibilities for weeds biosecurity, seek their cooperation, manage conflict and achieve successful weed control outcomes.
8. Maintain accurate qualitative and quantitative records and data, including GIS mapping, on all weed control activities, including inspections, and prepare reports for Council Management and NSW Government agencies as required.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY SELECTION CRITERIA

Essential:

1. Demonstrated experience in weed management, horticulture or a related field with the ability to manage the technical aspects of the position and a demonstrated record of achievement in the completion of relevant programs to agreed standards, on time and to budget.
2. Demonstrated knowledge of the biosecurity risks and the harm caused by weeds on our environment, economy and community.
3. Demonstrated organisational and time management skills; including a proven ability to manage competing priorities, monitor and report progress and complete set outcomes within tight deadlines, plan work and think independently with a common sense approach to problem solving to get results.
4. Well-developed written and verbal interpersonal, communication and consultation skills, including the ability to establish and maintain effective working relationships and prepare and interpret work programs and routine reports.
5. Proven capable computer literacy in Microsoft Office with demonstrated aptitude in data entry and management. Proven capacity to adapt knowledge to other systems including Geographic Information Systems (GIS) Mapping Software.
6. Hold a current Class C drivers licence.
7. Hold current NSW WorkCover Construction Induction Certificate (White card).
8. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

Desirable:

9. Tertiary qualifications at AQF Level 3 (Certificate III) in Conservation and Land Management with a minimum of 1 year practical experience.
10. Work Zone Traffic Control - Traffic Controller Skill Set (RIISS00044) –equivalent 'Blue Card'.
11. Current First Aid Certificate.
12. Hold current Chemical Accreditation (Chemcert): AHCCHM303 Prepare and Apply Chemicals and AHCCHM304 Transport and Store Chemicals.
13. Experience in local government operations.

CONDITIONS

- Carry out work in a wide variety of environments – outdoors on worksites.
- WHS Accountabilities and Responsibilities – this role is a designated ‘Worker’ role as defined under the WH&S Act 2011, with four (4) essential elements requiring an officer to:
 - Take reasonable care for his or her own health and safety.
 - Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
 - Comply with any reasonable instruction that is given by Council to allow Council to comply with WH&S Act 2011.
 - Co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to workers.

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Supervisor: _____
Name Signature Date

Employee: _____
Name Signature Date