



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION:	Rural Lands Officer
EMPLOYMENT STATUS:	Full Time
AWARD CLASSIFICATION:	Level 4 Yard <i>Queensland Local Government Industry (Stream B) Award – State 2017</i> in conjunction with Mount Isa City Councils Certified Agreement 2018
DEPARTMENT:	Corporate and Community Services
SECTION:	Regulatory Services

POSITION OBJECTIVE

- To implement Council's Biosecurity Plan to effectively manage invasive biosecurity matters within the Mount Isa City Council Local Government Area.
- To deliver high quality services in the areas of invasive plants and animals, pest and disease surveillance, legislation and enforcement management and emergency preparedness and response.
- To support industry and communities in mitigation the economic and social effects of invasive plants, animals and pests through responsive and effective liaison all key stakeholders.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Waste and Environment

Supervises: None

REQUIREMENTS OF THE POSITION

Skills and Experience

- Appreciation and knowledge of relevant legislation and policies pertaining to biosecurity matters and ability to interpret and apply that information;
- Demonstrated chemical handling knowledge including application of treatments and rations for mixing is mandatory;
- High level interpersonal skills, with the ability to effectively communicate both verbally and written to a variety of internal and external parties;
- Good investigation skills and demonstrated experience, evidence gathering, and result based skills;
- Good interview, presentation, negotiation, coordination, conflict resolution, problem solving and liaison skills;
- Ability to exercise confidentiality, sensitivity, show initiative and sound judgement whilst working within established procedure and guideline;
- Knowledge of Workplace Health and Safety issues, risk assessment, duties and responsibilities as applicable to this position;
- Extensive experience and ability in application of time management principles that can be used to manage outcome;
- Demonstrated ability to gather data generated from Council's corporate information systems to ensure efficient and effective delivery of requirements;

- Demonstrated problem solving skills and exercise judgement and/or contribute critical knowledge and skills where procedures are not clearly defined;
- Demonstrated knowledge of local weather and rainfall pattern;
- Demonstrated ability to work alone or as apart of multi-disciplinary team and meet deadlines involving a wide range of field work in harsh conditions;
- Ability to operate and maintain equipment used for weeding and pest animal control (e.g. Argo's, misters) is highly desirable.
- Knowledge of and experience with various computer programs pertinent to the requirements of the position, including data base, GIS, presentation (PowerPoint), word processing, spreadsheet and publications programs.
- Intermediate project management.

Qualifications

- Tertiary qualification in Science, Agriculture Science, or Natural Resource Management or an equivalent science qualification may be considered.
- Certificate IV in Government (Statutory Investigation and Enforcement) or equivalent is desirable;
- Hold a Pest Management Technicians Licence with a minimum of 5 years of experience in chemical handling for pests;
- ACDC Training and Unrestricted Commercial Operations Licence;
- Queensland Health Approved for Fluoro acetic Acid & Strychnine (1080 Baiting);
- Possession of a current 30215 Queensland General Safety Induction (Construction Industry White Card) or acquire upon commencement;
- Minimum "C" class manual driver's licence or ability to acquire a licence prior to officially commencing in the role;
- First aid certificate.
- QLD Gun/firearm Licence

Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

General

- Prepare for review written correspondence for a variety of audiences including briefing notes, reports, statutory notices, alerts and information documents;
- Actively participate in team planning, discussions and debriefings;
- Deliver efficient biosecurity management throughout Council operations and projects;
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Assist in the provision of legislative complaint advice to Council;
- Treat all matters with high level of confidentiality;
- Attend to emergent and afterhours complaints and initiate corrective actions;
- Out of ordinary hours ay be required;
- Work in a safe manner on or near roadways, and in the operation of machinery, to complete duties;
- Adhere to or follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

Biosecurity Matters

- Ensure invasive biosecurity matter in the LGA is managed in compliance with relevant legislation, through use of agreements, incentives or biosecurity instruments;
- Create awareness, educate, advise, guide, encourage and assist all key stakeholders in understanding their General Biosecurity Obligation;
- Deliver education programs to the community focusing on community safety, awareness and responsible Weed and Pest Management;
- Undertake patrols of both private and Council owned/controlled land for breach of Council's Biosecurity Plan, Local Laws, relevant State legislations and Australian Standards and to monitor the effects of measures taken in response to a biosecurity risk;
- Undertake field surveys for potentially new invasive pest/weed and identification of these areas through mapping or other means (for example crazy ants);
- Collection of pest distribution data for the Local Authority area and maintain database;
- Undertake surveillance and investigation of complaints/activities related to biosecurity matters;
- Liaise with the public and stakeholders to ensure field activities are effective, including supporting customers in relation to emergency planning, preparedness, response and recovery.
- Undertake monitoring and surveillance of flying fox roost sites within Mount Isa City Council areas;
- Undertake investigation of flying fox related complaints and response to community inquiry regarding the flying fox issues;
- Undertake chemical control of vegetation and declared weeds within the Mount Isa City Council area, on a programmed or requested basis;
- Deliver training and information relating to invasive plants and animal biology, impacts, impact assessments and best management practices controls to improve knowledge, capacity and efficiency among relevant stakeholders;
- Implement community weed and pest animal management programs within the Local Government Area;
- Operation of specialised application equipment in accordance with their operating procedures and ensure that they are regularly maintained, appropriately stored, in good working order and are conducive to a safe working environment to achieve resource efficiency;
- Assist with development of reports, factsheets, pest risk assessments, standard operating procedures (SOPs), code of practice (COP) and policies to promote best management practice and duty of care on biosecurity matters;
- Conduct annual review of integrated weed and pest animal programs to evaluate effectiveness of programs and actions to support ongoing improvements;
- Prepare monthly reports
- Report suspected Prohibited Matter;

Physical Requirements

- It is an inherent requirement of the position to be able to occasionally lift weights;
- Exerting force when objects are pushed, pulled and moved away from body;
- Work outdoors in all weather conditions;
- Occasionally sit continuously for extended periods of time;
- Walk on uneven terrain;
- Clarity of vision at 6 meters or more, with or without corrective lenses;
- Travel to remote locations;
- Required to climb ladders and scaffolding;
- Required to walk considerable distance in the facility during the course of his/her work;
- Required on a regular basis, to carry objects in his/her arms or on the shoulders;

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

- Effective implementation of integrate pest management programs to prevent introduction of new weed and pest animals, minimise the spread and manage existing ones;
- Adherence to and assist in developing effective procedures and practices;
- Provision of comprehensive and accurate reports that will successfully enable council to take corrective actions and biosecurity legislation enforcement;
- All assigned tasks are conducted in a timely and effective manner;
- Reports are clearly and concisely written on time;
- Complaints related to biosecurity matters received from members of the public are promptly investigated to ensure issues and problems are effectively addressed;
- Targets as outlined in a Performance Review are achieved;
- Develops, Promotes and complies with Council policies and procedures.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Policy;
- Authorise timesheets and leave for Section employees within the approved budget;
- Other delegations as determined by the CEO or Council.

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safe plan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Councils WH&S Officer and Supervisor.

GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

SELECTION CRITERIA – Rural Lands Officer

SELECTION CRITERIA		WEIGHTING (%)
SC1	Tertiary qualification in Science, Agriculture Science, or Natural Resource Management or a related field and or substantial experience in the fields in biosecurity management or related field.	20%
SC2	Demonstrated ability and experience in implementation of monitoring programs, operational management plans and procedures to manage invasive biosecurity matters.	30%
SC3	Ability to plan and prioritise a demanding workload, along with resourcefulness and initiative to complete objectives within given timelines.	15%
SC4	Knowledge of biosecurity legislation relevant to Local Government or similar legislative framework and the ability to apply this knowledge.	20%
SC5	High level competency in written and communication skills.	15%

AUTHORISATION

Chief Executive Officer: David Keenan

Signature: _____

Date: ____ / ____ / ____

Date originated: 19 October 2020

Date reviewed: 30 October 2020

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Rural Lands Officer Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____