

Kingborough Council

Information Package for Applicants



Position Details:

Natural Areas Weeds Officer, Position Number 000227

Employment Status:

Ongoing, Full Time

Department:

Natural Areas and Biodiversity Unit, Environmental Services Department

Applications Close:

4pm on Monday, 11 July 2022

Further Information:

Ms Liz Quinn, Coordinator Natural Areas and Biodiversity, on 03 6211 8200



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of over 37,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are the towns of Kingston, Blackmans Bay, Margate and Snug. The Municipality also covers the beautiful Bruny Island which lies just off the coast and can be reached by vehicular ferry from the township of Kettering.

Council's main office is the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre and Works Depot at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, the Kingborough Community Hub at Kingston Park and an extensive network of sporting grounds, local halls, and community centres.

Council's Natural Areas and Biodiversity Unit is involved in a variety of functions that range from vegetation management, managing environmental weeds and supporting environmental volunteers, through to programs aimed at improving urban stormwater discharges. Further details on Council's weed management strategy can be found on Council's website at:

<https://www.kingborough.tas.gov.au/services/environmental-programs/weeds/>

Position Advertisement

Natural Areas Weeds Officer

Applications are invited for the position of Natural Areas Weeds Officer with Council's Natural Areas and Biodiversity Unit. As part of an experienced team managing bushland reserves and natural assets, you will be involved in the control of weed infestations to enhance the health and resilience of bushland areas and wildlife habitat. You will work in a range of environments including bushland, riparian corridors, coastal areas, roadside verges, and public open space. The role also undertakes revegetation management, mapping of priority weeds, enforcement of the *Weed Management Act 1999*, and the provision of weed management advice to the community.

Experience in weed control techniques is essential including herbicide application (high volume and backpack) and manual control techniques using hand tools, chainsaws, and brush-cutters. The role would suit a person with a strong interest in conservation who can assess weed infestations and identify common native plants.

The salary range for this position is \$58,813 to \$60,015 per annum, plus 12.5% employer superannuation and a 9-day fortnight. For more information, contact Liz Quinn, Coordinator Natural Areas and Biodiversity Unit on 03 6211 8200.

How to Apply: The Information Package for this role is available on Council's website www.kingborough.tas.gov.au. To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria. Applications must be submitted online through the Employment Portal on Council's website. [Applications close at 4pm on Monday 11 July 2022.](#)

Selection Criteria

To be considered for these roles, you must address the following selection criteria in your application.

Essential

1. Demonstrated experience in weed control techniques including spraying herbicide using vehicle mounted pressurised applicators and backpack units, cut and paint and drill and fill.
2. Experience in the operation of appropriate plant and tools employed in weed and vegetation management activities.
3. Competent knowledge of risk management and work health and safety requirements in manual labour, chemical handling and herbicide application contexts.
4. Competent knowledge of weed identification and control methods for a range of environmental and alert listed weeds as well as weeds declared under the Weed Management Act, 1999.
5. A basic knowledge of the native vegetation of southern Tasmania to competently identify the more common species.
6. The ability to efficiently assess and prioritise weed infestations on both Council and private land in the context of Council's Weed Management Strategy, enforcement priorities and the Weed Management Act 1999.
7. The ability to communicate effectively with other employees, contractors, and members of the public in the resolution of routine matters.
8. Competent computer skills, including the use of MS Office, Geographic Information Systems and associated field data collection applications.

Essential Licences

1. White Card – General Induction for Construction.
2. Unrestricted driver's licence.
3. Provide First Aid or the ability to acquire this accreditation.
4. Chem Cert accreditation in the following units of competency: AHCCHM304 Transport and store chemicals - – AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases or the ability to acquire this accreditation.
5. Traffic Management – Control traffic with Stop Slow Bat and Implement Traffic Management Plan or the ability to acquire this accreditation.
6. Chain Saw licence (Trim and Cross-Cut), or the ability to acquire this accreditation.

Desirable

1. Relevant vocational qualifications, such as a Certificate III or IV in Horticulture or Conservation and Ecosystem Management.
2. ChemCert accreditation in the following units of competency, or the ability to acquire this accreditation:
 - AHCCHM404 Develop procedures to minimise risks in the use of chemicals.
 - AHCCHM405 Plan and implement a chemical use program.

Position Description

NATURAL AREAS WEEDS OFFICER

POSITION DETAILS

Position No.	000227	Department	Environmental Services
Employment Status	Ongoing, full-time	Location	Municipal Depot
Unit	Natural Areas and Biodiversity	Classification	Operational Employee Level 4

POSITION OBJECTIVE

- Undertake weed management actions for Council working as a member of the Weeds Team in order to achieve the goals of Council's weed management strategy.
- Provide advice and technical support within Council and to the community relating to the control and eradication of declared and environmental weeds.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Apply herbicides via operation of a vehicle mounted pressurised spray unit, backpack spray unit, cut and paint or drill and fill methods in order to control declared, environmental and alert listed weed infestations.
2. Undertake the operation and maintenance of plant and tools required for control of declared, environmental and alert listed weeds and/or other vegetation as required.
3. Conduct operations within laws and meeting standards applicable to the safe storage, handling, application and disposal of chemicals.
4. Apply current best practice weed management techniques and chemical storage, handling and application techniques.
5. Assist with the ongoing maintenance of Council's comprehensive records of weed management actions using the National Core Attributes for Weed Mapping as a basis for information collection and GPS for recording location of activities.
6. Assist with the ongoing maintenance of the Unit's spray diary which outlines, as a minimum, chemical application, location and weather information pertinent to the conduct of daily activities.
7. Perform duties as an Authorised Weed Inspector under the *Weed Management Act 1999*.

-
8. Provide Council staff and the community with up-to-date information on weed identification, control techniques, and weed management advice.
 9. Organise own work schedules and demonstrate discretion in work tasks within established practices and procedures.
 10. Resolve problems that relate to immediate work tasks.
 11. Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Undertaking specialist or complex work which is performed within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.

Judgment and problem solving: The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** - This role will work predominantly with colleagues from the Natural Areas and Biodiversity Unit and Works Department.
2. **External** - This role will communicate with members of the general public, landowners, other staff and contractors.
3. **Direct Reports** - This role will report directly to the Senior Weeds Officer.
4. **Indirect Reports** - This position has no direct reports although some supervision of on contractors may be required.

SKILLS AND EXPERIENCE

Essential

1. Demonstrated experience in weed control techniques including spraying herbicide using vehicle mounted pressurised applicators and backpack units, cut and paint and drill and fill.
2. Experience in the operation of appropriate plant and tools employed in weed and vegetation management activities.
3. Competent knowledge of risk management and work health and safety requirements in manual labour, chemical handling and herbicide application contexts.
4. Competent knowledge of weed identification and control methods for a range of environmental and alert listed weeds as well as weeds declared under the *Weed Management Act, 1999*.
5. A basic knowledge of the native vegetation of southern Tasmania to competently identify the more common species.
6. The ability to efficiently assess and prioritise weed infestations on both Council and private land in the context of Council's Weed Management Strategy, enforcement priorities and the *Weed Management Act 1999*.
7. The ability to communicate effectively with other employees, contractors, and members of the public in the resolution of routine matters.
8. The ability to work effectively in a team and independently as required.
9. Competent computer skills, including the use of MS Office, Geographic Information Systems and associated field data collection applications.

Essential Licences (Including Plant, Machinery and Equipment licences)

7. White Card – General Induction for Construction.
8. Unrestricted driver's licence.
9. Provide First Aid or the ability to acquire this accreditation.
10. Chem Cert accreditation in the following units of competency: AHCCHM304 Transport and store chemicals - - AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases or the ability to acquire this accreditation.
11. Traffic Management – Control traffic with Stop Slow Bat and Implement Traffic Management Plan or the ability to acquire this accreditation.
12. Chain Saw licence (Trim and Cross-Cut).

Desirable

3. Relevant vocational qualifications, such as a Certificate III or IV in Horticulture or Conservation and Ecosystem Management.
4. ChemCert accreditation in the following units of competency:
 - AHCCHM404 Develop procedures to minimise risks in the use of chemicals.
 - AHCCHM405 Plan and implement a chemical use program.

Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.

How to apply:

Your application should be addressed “**Confidential Job Application – Weeds Officer Position No. 000227**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.

Applications close at 4pm on Monday 11 July 2022.

Thank you for your interest in employment with the Kingborough Council.

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Employee Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website.
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Classification and Salary:	This position is classified under the Enterprise Agreement as Operational Employee Level 4.
Hours of Work:	The position is offered on a full-time basis (38 ordinary hours per week). A rostered day off on a 9-day fortnight arrangement is also offered.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	<p>To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p>

	<p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccinations for this position include tetanus, Hepatitis A and Hepatitis B).</p>
<p>Leave</p>	<p>Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and is transferable between Tasmanian Councils.</p> <p>Our employees may also 'purchase' an additional two week's annual leave.</p> <p>Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.</p> <p>Paid leave is also available for employees involved in voluntary emergency services and for employees experiencing family violence.</p>
<p>Health and Wellbeing</p>	<p>Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.</p>

	Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.
Relocation Costs	Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.
Corporate Wardrobe and PPE	Council supplies personal protective equipment (PPE) and Council uniforms to operational employees, as well as those employees working in technical and inspectorial positions.
Other Employee Benefits	Our employees have access to discounted health insurance options through St Luke's Health and the Local Government Employees Health Plan. Council employees can arrange for a novated lease for a personal vehicle through Maxxia. <i>LGAT Assist</i> also provide low interest loans to Local Government employees who are employed on an ongoing (permanent) basis.
Work Health and Safety	Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i> , Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.
Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.

HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.