



## POSITION DESCRIPTION

### BIODIVERSITY OFFICER

#### NATURAL AREAS AND BIODIVERSITY UNIT

##### POSITION DETAILS

<b>Position No.</b>	000767	<b>Directorate</b>	Environment, Development & Community
<b>Employment Status</b>	Ongoing Part-time	<b>Location</b>	Council Offices, 98 Beach Road, Kingston
<b>Unit</b>	Natural Areas and Biodiversity	<b>Classification</b>	Professional Officer, Level 2

##### POSITION OBJECTIVE

The Biodiversity Officer contributes directly to the management of Kingborough's Natural Areas Network and biodiversity and threatened species programs. The position has a strong focus on management actions within Council reserves, community education and engagement and the implementation of Council's wildlife and invasive species programs. This role will assess and manage environmental risks and priorities across a range of Council operations and initiatives.

##### KEY FUNCTIONS AND RESPONSIBILITIES

- Actively participate in the protection, conservation and restoration of Kingborough's natural areas network, native habitats and ecosystems.
- Develop, facilitate and review the implementation of management plans, strategies and environmental management systems to assist Council in the management of natural areas and habitats.
- Develop, implement, and review Natural Areas and Biodiversity (NAB) projects for Council including Council's Cat Management Program, threatened fauna projects, native wildlife and invasive species monitoring and management, applying adaptive management principles to refine strategies, prioritise effort, and report outcomes.
- Work within and apply relevant regulatory and planning instruments, including Council by-laws, the *Cat Management Act 2009*, environmental legislation and statutory planning provisions.

Undertake compliance activities including site inspections, notices, and follow-up enforcement as required.

- Provide specialist advice, training and technical support to Council staff, landowners and the wider community consistent with environmental best practice, NAB strategies and relevant statutory requirements. Develop and deliver public education resources, campaigns, and events.
- Coordinate and support contractors, environmental work crews, Council staff and volunteers to maintain Council's natural area reserves.
- Actively seek grant funds and partnership opportunities to undertake projects both within Council's natural areas network and on other tenures.
- Undertake 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:** Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to the Coordinator of the NAB Unit may be necessary.

**Judgment and problem solving:** Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from the Coordinator NAB.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

**Direct Reports** - This role reports to the Coordinator NAB. The position may be required to oversee contractors or to provide guidance and support to volunteers.

**Internal** - This position works mostly with colleagues from the NAB Unit.

**External** - Community groups, volunteers, landholders, government agencies, members of the public, consultants, contractors, environmental NGOs, Government agencies.

## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

- A relevant tertiary qualification in Environmental Science or Natural Resource Management or a related discipline.
- High level research skills and applied knowledge of the natural systems, landscapes, native flora and fauna, and invasive species of southern Tasmania.
- Demonstrated experience in natural areas conservation, implementation of management plans and delivery of natural resource management projects.
- Demonstrated experience in project management, including design, development and implementation of projects, budget and grant administration, time management, contract management and report delivery.
- Excellent communication, negotiation and conflict resolution skills. Demonstrated ability to develop productive relationships with community members and groups, specialists and other stakeholders.
- Sound organisational and time management skills, ability to work independently and demonstrated capacity to work well within a coordinated team.
- Demonstrated experience in the use of tools and equipment associated with the role, including traps, cameras, remote sensing tools, GIS, and digital field tools.
- A physical capacity and fitness to deploy equipment and undertake work within outdoor settings, including bushland environments.
- A strong knowledge of risk management and work health and safety requirements involved in field work and environmental management.
- Current unrestricted motor vehicle driver's licence.

### **Desirable**

- Knowledge and experience in animal management and handling
- A sound working knowledge of policy, legislation, Australian Standards, and statutory responsibilities relevant to the role.
- Experience in compliance and enforcement roles, including use of regulatory tools and documentation.
- Current First Aid Certificate
- White Card