

Directorate:	City presentation	Department:	Bush Regeneration		
Position Grade:	8	Reports to:	Coordinator Environmental Operations		
Last review:	November 2019	Next review:	November 2021	Version No.:	4.0

Position purpose:

To provide guidance, training and supervision to environment volunteers in accordance with Council's Environment Volunteer Program (EVP).

Key accountabilities/responsibilities:

Responsible for:

- 1) Supervising weekend Environment Volunteers in accordance with the Environment Volunteer Program
- 2) Providing on-site training of volunteers in Bush Regeneration techniques during weekend environment volunteer activities and ensure the safety of volunteers undertaking the activities.
- 3) Record management in relation to the Environment Volunteer Program and associated volunteer activities
- 4) Carrying out additional Bush Regeneration works as directed by the Coordinator Environmental operations in an effective and efficient manner.
- 5) Liaising with various stakeholders including: staff from various Council Departments, in particular Council Bush Regeneration Team, other Government Organisations (eg: Catchment management Authorities, Department of Environment, Climate Change & Water).
- 6) Check and maintaining plant and equipment (report any damaged or lost items).
- 7) Assistance in developing site strategies for Environment group activities

Decisions made in the position:

- 1) Decisions in relation to Work Health and Safety for volunteers and other staff
- 2) Day to day administrative tasks in relation to delivery of the Environment Volunteer Program

Decisions referred:

- 1) Expenditure from Environment Restoration Plan budget

Key issues/challenges:

- 1) Communication skills, in particular with environment volunteers
- 2) Implementing customer service principals in delivering all aspects of the Environment Volunteer Program and Environment Restoration Plan
- 3) Being flexible and able to adapt to and accommodate changes to work priorities
- 4) Training of volunteers and record keeping
- 5) Coordination and setting of priorities and the ability to complete tasks within allocated timeframes
- 6) Developing and implementing new "Best Practice" solutions

POSITION DESCRIPTION

Environment Volunteer Supervisor (POS1159)

Key working relationships:

- | | |
|---|--|
| <ul style="list-style-type: none">• Environment Restoration Plan Team and other Council staff• Environment Volunteers• Team Leader of Waste | <ul style="list-style-type: none">• Mayor, Councillors, external stakeholders• Coordinator Environmental Operations• Liverpool community members |
|---|--|

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Conservation and Land Management Certificate 3 or equivalent
- Accreditation and experience in Chemical application, handling and storage
- Current Class C Drivers Licence

Experience

- Demonstrated experience in bush regeneration
- Demonstrated experience in supervising volunteers and community groups
- Demonstrated written and oral communication skills
- Record keeping experience
- Ability to work independently and as part of a team
- Experience in best practice Bush Regeneration techniques

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- The ability to work flexible hours supervising volunteers on weekends, Council events and the occasional after hours meeting
- Knowledge of plant species of the vegetation communities of Western Sydney

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- First Aid Certificate
- Class MR (Medium Rigid) Driver Licence
- Understanding the role of Local Government
- Understanding sustainability and biodiversity
- Have a positive attitude

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous