



Merri Creek Management Committee

POSITION DESCRIPTION

Position: Parkland Management Team Member

Date: January 2008

POSITION TITLE: Parkland Management Team Member Temporary

CLASSIFICATION: Band 3

DEPARTMENT: Parkland Management

ORGANISATIONAL CONTEXT:

Merri Creek Management Committee (MCMC) is a not for profit incorporated association established in 1989 to achieve the shared vision of various stakeholders in the Merri Creek catchment. Its members are all the Councils in the Merri Creek Catchment: Darebin, Hume, Mitchell, Moreland, Whittlesea, and Yarra plus the community group, Friends of Merri Creek. Representatives of these member groups form the Committee of Management that guides MCMC's activities.

The primary purpose of the Merri Creek Management Committee (MCMC) is to ensure the preservation of natural and cultural heritage, and the ecologically sensitive restoration, development and maintenance of the Merri Creek and tributaries, their corridors and associated ecological communities.

The fourteen or so MCMC staff are grouped into four work areas: Parkland Management (11 staff), Catchment Programs, which includes the Waterwatch Program (3), Planning & Coordination (1), and Administration (2).

Merri Creek Management Committee's Parkland Management Team performs on ground revegetation and restoration works funded by grants and contracts with member municipalities and a range of other organisations including state and federal government.

MCMC WORKING CONDITIONS

MCMC is committed to providing a workplace where employees are valued and respected and free from all forms of discrimination and harassment. It is an equal employment opportunity employer and promotes a smoke free workplace. The organisation has its own EBA, negotiated in conjunction with the Australian Services Union. It is committed to providing fair and reasonable, family friendly working conditions. All full-time staff work a 9-day, 70 hour fortnight, with leave and training provisions as specified in the Victorian Local Authorities Award. The MCMC EBA specifies provisions for paid overtime or time-in-lieu for required weekend work.

The communities of the Merri Creek and catchments are characterised by their social diversity and MCMC programs are undertaken in close collaboration with a range of community groups. To maximize the opportunities presented by the diverse community, employees are required to develop and demonstrate understanding and commitment to working in a tolerant and collaborative manner.

POSITION OBJECTIVES

1. To support the Conservation Program Manager (CPM), the Parkland Team Coordinator (PTC), Technical Officer and Assistant Team Supervisor (ATS) in the implementation and documentation of programmed on ground and community liaison works.
2. As a member of the Parkland Management Team, to achieve efficient and effective revegetation, regeneration, restoration and ecologically sensitive development and maintenance of designated remnant and revegetation sites.

KEY RESPONSIBILITY AREAS

Key Responsibility Area 1

As directed by the Parkland Management Team Coordinator, Technical Officer and the Assistant Team Supervisor carry out quality implementation of daily works revegetation and/or remnant management programs.

Duties and responsibilities:

- use plant identification skills and ecological understanding to manage designated remnant and revegetated sites of the Merri Creek and adjoining catchments
- operate a range of equipment including; knapsack sprayers, spot gun, brush cutter, self-propelled mower, chainsaw and hand tools
- conduct chemical, mechanical and manual weed management
- implement revegetation as directed including;
 1. laying out of plants with attention to site and plant requirements, community structure and landscape design
 2. mulching and laying of weed-mat
 3. planting, weeding, watering, staking
 4. rubbish removal and carry out minor construction work
 5. collect, prepare and store seed of indigenous plants
- Maintain and leave sites in a safe condition for employees and the public,

Key Responsibilities Area 2:

Under the general supervision of Parkland Management Team Coordinator, maintain records, tools and infrastructure to enable efficient implementation of works programs.

Duties and Responsibilities

- Maintain depot, vehicles, equipment and materials required to undertake works programs efficiently.
- Maintain accurate herbicide and works records including quantities, species and provenance of plantings and direct seeding and other materials used at sites, in order to effectively document MCMC's on ground works.
- Contribute to MCMC's fauna record book and herbarium as well as weed and indigenous plant records.
- Provide Parkland Management Team Coordinator with information to enable them to make well informed decisions regarding purchase and repair of equipment so that the team has access to required tools and equipment.
- As delegated maintain plant stock so that appropriate stock are available to the Parkland Management Team.
- Advise Parkland Management Team Coordinator of materials needs for Parkland Management Team so that appropriate quantities of materials of appropriate quality and cost are held at all times.
- Complete timely and accurate time sheets, sick leave and annual leave forms.
- Contribute to effective communication within the Parkland Management Team and between the team and other MCMC staff.

Key Responsibilities Area 3:

Assist the organisation and delivery of community festivals, stalls activities including planting days during the week and on weekends.

Duties and Responsibilities:

- be trainer, facilitator or active participant in public training sessions, workshops and discussions as directed
- assist the promotion of community involvement in appropriate MCMC activities as directed
- represent MCMC professionally when in the field, community events and in other ways in the public or professional arena

OCCUPATIONAL HEALTH & SAFETY

PMT members must:

- Ensure that team and individual duties are conducted in a safe and responsible manner in compliance with the *Occupational Health and Safety Act 2004*, and any other legislative and policy requirements regarding personal and public safety
- monitor and report where appropriate occupational health and safety within area of responsibility
- as delegated by PMTC contribute to management of work injuries to minimize the damage to the employee and to MCMC
- actively participate in the development and implementation of hazard elimination or minimisation strategies

- immediately report any accidents and hazards to relevant supervisor and take appropriate action

EQUAL OPPORTUNITY

Staff must:

- acknowledge and address conflict so that conflict, when it arises, is addressed and resolved in a prompt and professional manner
- act in such a way as to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation
- take steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred
- contribute to positive team dynamics and cohesiveness
- respect the rights of others

OTHER DUTIES

Staff may perform other duties related to MCMC's statement of purpose as requested by PMC or Conservation program manager.

ORGANISATIONAL RELATIONSHIP

Reports to:

Parkland Management Team Coordinator or nominated person-in-charge for:

- responsible, efficient and effective implementation of allocated work
- safety of self and for implementing safe working practices
- care and appropriate use of equipment taken from depot and its return to the depot
- nominated person-in-charge is accountable to Parkland Management Team Coordinator for implementation of work allocated to the supervised group and the safety of the group

Supervises:

Trainees, other team members, volunteers and contractors

- provide on-the-job training, direction and guidance in standard or established procedures as required
- give direction to volunteers as required, and contractors as directed
- ensure for staff & volunteers under supervision adherence to MCMC safety policies and procedures, OH&S Act, standards and codes of practice

Internal Liaisons:

MCMC staff within the Parkland Management Team including other team members, Conservation Program Manager, Parkland Management Team Coordinator, Technical Officer and Assistant Team Supervisor, Other MCMC staff members including: Catchment Program Officers, Finance Officer, Administration Officer, Waterwatch Officer(s), Manager

External Liaisons:

Friends of Merri Creek

Contractors & Consultants

E.P.A: Advise of suspected pollution discharges after reporting to Team Coordinator or Conservation Manager where possible.

Fire Brigade: Advise of fires along the creek and adjoining lands
The general public including community groups
Staff of nurseries and other agencies
Funding bodies and other Merri Creek stakeholders as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Under the general supervision of the Parkland Management Team Coordinator and in accordance with relevant MCMC handbooks, codes of practice, policies and procedures, Parkland Management Team members are responsible for the efficient implementation of the daily works program ensuring care of equipment and efficient use of available resources.

Team members must ensure that works program is effectively implemented in compliance with regulations and codes of practice with consideration of current site and weather conditions.

Ongoing and prompt communication with other team members and the Parkland Management Team Coordinator is required to ensure works are implemented appropriately and efficiently.

PMT members have authority to sign delivery dockets and daily contractors hire sheets

Judgment and Decision Making

Advice and guidance is available from the Conservation Program Manager, Parkland Management Team Coordinator, Technical Officer and Team Supervisor. Where appropriate team members shall provide advice on improving outcomes and work practices.

On site judgment about own work practices and those of other team members is required on a regular basis. Appropriate application and minor modification of standard techniques, equipment, methods or processes, may include:

- consideration of weather conditions especially before and during spraying
- detailed placement of plants within beds
- which seed is ripe to harvest
- how weedmat should be laid on specific sites
- when tools are safe or unsafe to use

Supervisor's approval is required prior to major modification of works or technique.

VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, duties and location may be varied by MCMC during the term of employment.

SPECIALIST KNOWLEDGE & SKILLS

- ability to identify and recognise a wide range of indigenous flora and weed species and vegetation communities of the Merri Creek and adjoining catchments
- safe operation of chainsaws
- knowledge and safe use of the herbicides used in this type of work
- perform practical skills including ability and agility to work in steep, rocky or muddy sites

MANAGEMENT SKILLS

- ability to carry out instructions and complete works within a given time frame
- ability to assess and communicate and prioritise tasks required at a site
- ability to give clear directions to other team members when necessary and thereby contribute to the efficiency of the team
- ability to assist in the delivery of internal formal training programs
- contribute to, or if directed, oversee the effective implementation of community activities
- contribute to meetings at which works programs are discussed

INTERPERSONAL SKILLS

- good verbal and written communication skills
- ability to work individually and cooperatively as part of a team
- ability to work with members of the public and volunteers in the performance of defined activities

QUALIFICATIONS AND EXPERIENCE

Essential:

Experience in practical environmental management in the fields of plant ecology, conservation of remnant vegetation, habitat creation and maintenance, waterways restoration or weed control including:

- experience in plant identification
- weed control using herbicides
- experience in maintaining site and works records, tools and infrastructure
- experience in working with the community
- current Drivers license and 4WD experience

Desirable:

Current First Aid Certificate.

Tertiary qualifications in Environment Management or a related discipline.

Farm Chemical Users Course Certificate.

KEY SELECTION CRITERIA

1. Ability to recognise common indigenous and exotic flora species of the Merri Creek and adjoining catchments.
2. Sound understanding of management techniques for remnant and revegetation works gained through extensive field experience.
3. Self motivation and demonstrated ability to work within a team.
4. Experience in working with the community.
5. Farm Chemical Users Course Certificate and / or one year experience in handling herbicides.
6. Current Driver's License.

SALARY & CONDITIONS

Salary

Salary will be in accordance with Band 3 of the Victorian Local Authorities Award 2001 and MCMC's EBA.

Superannuation

The provisions of the Local Authorities Superannuation Act and MCMC's EBA shall apply.

Leave

All leave will be taken in accordance with the Award and MCMC's EBA.

Other Conditions

- Appointee whilst on duty will not be able to engage in any trade, profession or business that would create a conflict of interest in carrying out the duties of the position or carrying out private work during normal business hours.
- Agreement to abide by requirements of all MCMC policies and procedures;
- Termination of employment is as provided in MCMC's EBA.

Hours of Duty Standard hours of duty (70 hours per fortnight), nine day fortnight in accordance with MCMC's EBA.

CANVASSING OF MCMC COMMITTEE MEMBERS AND MCMC STAFF

Canvassing of MCMC Committee members and MCMC staff, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.

APPLICATION DETAILS:

Cover Letter and Resumes plus a completed application form must be forwarded to Katrina Roberg, Conservation Program Manager, MCMC, 2 Lee St, East Brunswick, VIC 3057 or Katrina@mcmc.org.au prior to COB Monday 11 February 2008.

Further information regarding these positions can be obtained through Megan Jericho, Parkland Management Team Coordinator: Megan@mcmc.org.au or Katrina Roberg, Conservation Program Manager Katrina@mcmc.org.au. MCMC's phone number 9380 8199 can be used to contact Megan or Katrina.