



Merri Creek Management Committee

POSITION DESCRIPTION

Position: Parkland Management Team Member

Date: 2013

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 groups, Friends of Merri Creek and Wallan Environment Group. 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 eighteen or so MCMC staff are grouped into four work areas: Parkland Management (~12 staff), Catchment Programs, which includes the Waterwatch Program (2), Planning & Coordination (1.5), and Administration (3 p.t.).

The structure of the Parkland Management Team is outlined below:

Conservation Program Manager (CPM) - Band 7

Parkland Management Team Coordinator (PMTM) - Band 6

Ecological Restoration Planner (ERP) - Band 6

Ecological Technical Assistant (ETA) – Band 4

Parkland Management Team Leader/s (PMTL) up to 4 positions - Band 4

Parkland Management Team Member/s (PMTM) up to 12 positions - Band 3

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. The organisation has its own Enterprise Bargaining Agreement, 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 Enterprise Bargaining Agreement specifies provisions for paid overtime or time-in-lieu for required weekend work.

The Merri Creek and its catchment areas are characterised by culturally diverse communities 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 respectful and collaborative manner.

POSITION OBJECTIVES

1. To support the Conservation Program Manager (CPM), the Parkland Team Coordinator (PTC), Ecological Restoration Planner (ERP) and Team Leaders 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, Ecological Restoration Planner and the Team Leaders 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 PMTC or Conservation program manager.

ORGANISATIONAL RELATIONSHIP

Reports to:

Parkland Management Team Coordinator, Team leader 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 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, Ecological Restoration Planner and Team Leaders, other MCMC staff members including: Catchment Program Officers, Finance Officer, Administration Officer, Waterwatch Officer(s) and 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 or Ecological restoration Planner 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, Parkland Management Team Leaders, and nominated Person In Charge, 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 are effectively implemented in accordance with regulations, relevant MCMC handbooks, codes of practice, policies and procedures and with consideration of current site and weather conditions.

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

Judgment and Decision Making

Advice and guidance is available from the Conservation Program Manager, Parkland Management Team Coordinator, Ecological Restoration Planner, Team Leaders and daily Persons In Charge. 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 jute mat should be laid on specific sites
- when tools are safe or unsafe to use

Approval of the Person In Charge and Parkland Management Team Coordinator 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

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 Level 2 Certificate.

Tertiary qualifications in Environment Management or a related discipline.

Agricultural Chemical Users Permit.

Construction Induction card.

KEY SELECTION CRITERIA

1. Self motivation and demonstrated ability to work within a team.
2. Sound understanding of management techniques for remnant and revegetation works gained through field experience.
3. Experience in working with the community.
4. Experience and understanding of herbicide use.
5. Current Driver's License and capacity to drive a manual vehicle essential.

SALARY & CONDITIONS

Salary

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

Superannuation

The provisions of the Local Authorities Superannuation Act and MCMC's Enterprise Bargaining Agreement shall apply.

Leave

All leave will be taken in accordance with the Award and MCMC's Enterprise Bargaining Agreement.

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 Enterprise Bargaining Agreement.

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

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.