


**POSITION DESCRIPTION**

	<b>POSITION TITLE:</b>	Ecological Restoration Team Member (temporary)
	<b>POSITION NO.:</b>	0007
	<b>HOURS:</b>	70 hours (9 days) per fortnight
	<b>STATUS:</b>	Temporary full-time
	<b>CLASSIFICATION:</b>	Band 2A
	<b>OCCUPANT:</b>	VACANT
	<b>LOCATION:</b>	MCMC depot; various field sites
	<b>DATE:</b>	08 January 2024

**POSITION OBJECTIVES:**

- To support the Ecological Restoration Program Coordinator, Ecological Restoration Team Leaders and Team Members in the implementation of programmed on-ground vegetation management and community engagement works.
- To contribute to efficient and effective restoration, revegetation and maintenance of designated remnant and reconstruction sites.

**KEY RESPONSIBILITIES AND DUTIES:**

**1. Implement daily vegetation management works:**

- Undertake management works on designated remnant and revegetated sites by following Safe Work Method Statements and using plant identification skills and understanding of plant life cycles.
- Carry out instructions and assess, communicate and prioritise defined tasks, and complete works within a given time frame.
- Operate a range of equipment including: backback sprayers, spray rigs, brush cutter, self-propelled mower, chainsaw and hand tools.
- Conduct sensitive chemical, mechanical and manual weed control.
- Implement revegetation activities as directed, including:
  - a. laying out of plants with attention to site and plant requirements, landscape and Ecological Vegetation Class structure.
  - b. mulching and laying of weed-mat.
  - c. planting, weeding, watering, staking.
  - d. rubbish removal and minor construction work.
  - e. collect, prepare and store seed of indigenous plants.
- Maintain and leave sites in a safe condition for employees and the public.

**2. Maintain records, tools and infrastructure:**

- Maintain depot, vehicles, equipment and materials as required to undertake works programs efficiently.
- Contribute to accurate herbicide and works records in order to effectively document MCMC’s on ground works.
- Provide the Ecological Restoration Program Coordinator with information to enable well informed decisions regarding repair of equipment.
- As delegated, maintain plant stock so that appropriate stock is available to the Ecological Restoration Team.
- Contribute flora and fauna sightings to MCMC’s biodiversity database, of a quality suitable for sharing with national databases.
- Contribute to effective communication within the Ecological Restoration Team and between the team and other MCMC staff.

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### 3. Assist in delivery of community events:

- Actively participate in public training sessions, workshops and discussions as directed.
- Safely provide food and drink for community events including BBQ food preparation.

### 4. Other:

- Staff may be requested by their supervisor/manager to undertake other duties related to MCMC's statement of purpose, providing these are within the skills and capabilities of a position at this level.

<b>ORGANISATIONAL RELATIONSHIPS:</b>	
<b>Reports to:</b>	Ecological Restoration Program Manager, Program Coordinator, Team Leader or nominated Person in Charge
<b>Supervises:</b>	N/A
<b>Internal Contacts:</b>	Ecological Restoration Program staff; other MCMC staff including: Executive Officer, Waterwatch Coordinator, Special Engagement Programs Coordinator, Manager Special Projects, Communications Officer, Finance Officer, IT and Strategic Projects Officer
<b>External Contacts:</b>	Friends of Merri Creek, the general public including community groups, staff of nurseries and other agencies, and other Merri Creek stakeholders as required.

### 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, Merri-bek, Whittlesea, and Yarra, and community groups including Friends of Merri Creek and Wallan Environment Group. Representatives of these member groups form the Committee of Management that guides MCMC's activities. You can find more information on our website – [www.mcmc.org.au](http://www.mcmc.org.au)

### Vision:

Merri Creek, its tributaries and its environs will be of high environmental quality and deeply treasured by the community.

### Mission:

To act as a unifying voice to champion and advance the protection, restoration and stewardship of the Merri Creek, its tributaries and environs.

### Statement of Purpose:

*The primary purpose of the Merri Creek Management Committee 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.*

*MCMC acknowledges that the Merri Creek flows through the cultural landscape of the Wurundjeri and that recognition, reconciliation and engagement with Aboriginal people is necessary to achieve its primary purpose.*

### Occupational Health and Safety (OHS)

MCMC undertakes to provide, as far as practicable, a safe, health, and risk-free work environment for its employees.

Employees are required to participate in the OHS process by:

- Following established safe working instructions, procedures, and policies.

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- Taking reasonable care for their own Occupational Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures, and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the relevant OHS representative.
- Actively participating and contributing to inspections, audits, team meetings, and training.
- Ensuring that relevant OHS legislation is complied with.

**Risk Management:**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the *Risk Management Procedure* and reporting risk management concerns and improvements to their supervisor and/or manager.

Manage risks in area of responsibility by complying with the OHS policies, procedures, and processes, and implementing appropriate risk management strategies.

Demonstrate MCMC’s commitment to implementing best practice risk management processes.

**Environmental Sustainability:**

MCMC is committed to implementing environmentally sustainable operations and to supporting the community to be more sustainable. MCMC shows this by:

- Providing bicycle racks for staff use
- Recycling e-waste in accordance with relevant legislation
- Making purchases based on the waste hierarchy of avoid, reduce, reuse, and recycle.

**Statement of Commitment to Child Safe Standards:**

MCMC is a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation. MCMC acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and linguistically diverse backgrounds and those with a disability. All staff must ensure that their behaviours and actions are consistent with these standards and the *MCMC Child Safe Policy*.

**Continuous Improvement:**

MCMC strives to ensure that we continuously improve service delivery and service performance for our funders, stakeholders, partners, and the community. Managers and Coordinators are responsible for undertaking continuous improvement practices in their area/s of responsibility.

	YES	NO
<b>POLICE CHECK:</b>		
The incumbent must have and maintain a current Police Check		✓
<b>WORKING WITH CHILDREN CHECK (WWCC):</b>		
The incumbent must have and maintain a current WWCC	✓	
<b>PRE-EMPLOYMENT MEDICAL CHECK:</b>		
The incumbent must undergo a Pre-Employment Medical Check (see below):		
Medical (including fitness for work and functional capacity assessments, muscular-skeletal screening, and drug and alcohol test)		✓
Audio Test		✓

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**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- This position is responsible for the efficient implementation of the daily works program, ensuring care of equipment and efficient use of available resources, under the general supervision of the Ecological Restoration Program Coordinator, Program Officer, Team Leader and nominated Person in Charge.
- Team Members must ensure that works programs 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 Ecological Restoration Program Coordinator is required to ensure works are implemented appropriately and efficiently.

**JUDGEMENT AND DECISION MAKING:**

Advice and guidance is available from the Ecological Restoration Program Coordinator, Program Officer, Team Leaders, daily Persons in Charge, and other Team Members. Where appropriate, this position can provide advice on improving outcomes and work practices.

On site judgment about own work practices 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
- how weed mat should be laid on specific sites
- when tools are safe or unsafe to use

Approval of the Person in Charge and Ecological Restoration Program Coordinator is required prior to major modification of works or technique.

**SPECIALIST KNOWLEDGE AND SKILLS:**

- Ability to identify and recognise a wide range of indigenous flora, weed species and vegetation communities of the Merri Creek, and the Victorian Volcanic Plain and Gippsland Plain bioregions.
- Safe operation of brushcutters, chainsaws and other power tools.
- Knowledge and safe use of herbicides.
- Ability to work safely in challenging terrain in a range of weather conditions.

**MANAGEMENT SKILLS:**

- Well-developed problem solving and decision-making abilities.
- The role does not have any staff reporting to them, however, may occasionally supervise volunteers and external contractors.
- Ability to plan, organise, and manage own time and workload including achieving specific outcomes within set timeframes.

**INTERPERSONAL SKILLS:**

- Good verbal communication skills.
- Ability to work 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 qualifications:**

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- Eligibility to work in Australia
- Current driver’s license
- Tertiary qualification in Environmental Science, Conservation & Land Management, Natural Resource Management or extensive field experience.
- Hold, or be willing to obtain a Working With Children Check

**Desirable experience:**

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

- plant identification (Victorian Volcanic Plains and adjoining bioregions)
- weed control via sensitive application of herbicides
- maintaining tools
- assisting with ecological burns

**Desirable certifications:**

- Current First Aid Certificate (HLTAID003 or equivalent)
- Chainsaw ticket
- Rail Industry Worker card with current competencies
- Experience assisting with ecological burns

**TASK ANALYSIS:**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs			✓	
Manual handling weights – below 10 kgs		✓		
Manual handling frequency		✓		
Repetitive manual work		✓		
Repetitive bending/twisting		✓		
Repetitive kneeling/squatting		✓		
Working with arms above head			✓	
Lifting above shoulder height			✓	
Using hand tools – vibration/powerful			✓	
Operating precision machinery			✓	
Close inspection work			✓	
Wearing hearing protection			✓	
Wearing eye protection			✓	
Wearing safety shoes/boots/gum boots	✓			
Wearing other relevant PPE	✓			
Working in dusty conditions		✓		
Working in wet/slippery conditions		✓		
Working with chemicals/solvents/detergents		✓		
Washing hands with soap (hygiene)		✓		
Working at heights				✓
Working in confined spaces				✓
Working in chillers (+4 degrees C)				✓
Performing clerical duties			✓	
Working on a keyboard			✓	
Driving cars/utes/ and/or trucks*		✓		

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Other (please specify)				✓
Other special features (e.g. travelling requirements etc.): use of job-specific herbicides in accordance with product label and Safety Data Sheets; *manual 4WD vehicles and trailers.				

**KEY SELECTION CRITERIA:**

1. Self-motivation and demonstrated ability to work within a team.
2. Understanding of management techniques for remnant and revegetation works, gained through field experience.
3. Tertiary qualification in Environmental Science, Conservation and Land Management, Natural Resource Management or extensive field experience
4. Experience and understanding of herbicide use.
5. Current Driver’s License and ability to drive a manual vehicle.

**Desirable:**

1. Experience in identification of the native flora of the Victorian Volcanic Plains and adjoining bioregions and key weed species.
2. Experience assisting with ecological burns.
3. Experience working in the rail industry.

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

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

The key responsibilities and duties in this Position Description are to be undertaken in accordance with the Staff Handbook.

**AGREEMENT:**

I hereby accept and agree the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and EBA and I agree to abide by the terms and conditions stipulated therein.	
<b>Name (please print):</b>	
<b>Signature:</b>	<b>Date:</b>

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