

## **Position Description**

<b>Position:</b>	<b>Foreshore and Bushland Reserve Encroachment Officer</b>		
<b>Classification:</b>	Band 4	Status (FTE):	Fixed Term (1.0)
<b>Department:</b>	Sustainable Environment		
<b>Occupant:</b>	Vacant		
<b>Date:</b>	July 2019		

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### **1. Position objectives**

- To implement the Bass Coast Shire Council *Foreshore and Bushland Encroachment Policy (2018)* through awareness and education, audit activities and on-ground action.
- To assist in preparation of reports, correspondence, and educational materials and information on encroachment activities to achieve the objectives of Council's *Foreshore and Bushland Encroachment Policy (2018)*.
- To participate as a member of the Coast and Bushland Team and the Sustainable Environment Department.

### **2. Key responsibility areas**

- Implement the objectives of Bass Coast Shire Council's *Foreshore and Bushland Encroachment Policy (2018)* and *Foreshore and Bushland Reserves Encroachment Management Procedure (2017)*, including:
  - Increase community awareness and education of encroachment activities onto public land. This may include use of educational materials and social media campaigns
  - Audit Council-managed Coastal and Bushland Reserves and investigate reports of cases of encroachment.
  - Collate information and maintain a register of known encroachment sites. Rank encroachment occurrences according to the degree of risk to determine priority cases.
  - Undertake communication and correspondence with property owners/occupiers, including organising property surveys where required.
  - Together with the co-ordinator, develop a works program to address cases of encroachment based on the degree of risk. The program shall include removal of unauthorized items, revegetation of lawn extensions, environmental weed control and surveying of property boundaries.
  - Engage with community members about the encroachment works program and encourage reporting of encroachment incidents.

- Identify and assist in the improvement of processes to address encroachment including the process for removal of unauthorized objects.
- Work within and support the Coast and Bushland Team with a range of actions including participating in team meetings, assisting with other coast and bushland compliance enquiries and providing information and support to team members.

### 3. Organisational relationships

**Reports to:** Coordinator Coast and Bushland

**Supervises:** Nil

### 4. Accountability and extent of authority

*Specific guidelines will be followed using some discretion with the freedom to plan work at least a week in advance. May involve the supervision of resources including staff.*

Our organisational culture is underpinned by three key principles:

- Performance Management – Deliver what you promise, when you promise it.
- Financial Management – Deliver what you promise, when you promise it, within budget
- Relationships– Appreciate and understand the customers.
- Follow effective risk management practices, identify hazards in the workplace and actively contribute to a safety culture.
- Understanding and complying with organisations principles, standards, policies and procedures, including: Working Together (Equal Employment Opportunity), Code of Conduct, and the Customer Service Charter.
- Ensuring you understand your information management responsibilities and that records are created, captured and monitored in accordance with legislation, regulations and standards and Council’s internal policies and procedures.
- Contribute to emergency management activities when required and directed by the General Manager.
- Accountable for carrying out duties having regard for the safety of self, workmates and the general public, and also having regard for the safe and accountable use of all relevant plant and equipment.
- Expected to fully utilise staff newsletters, consultative committees and staff representatives for communication purposes on general employment related matters.

## **5. Competencies**

### **5.1 Judgement and decision making**

*Use well defined objectives and processes. Guidance and advice is always available within time to make a decision.*

- Actions and decisions to be based on existing local laws, policies and applicable legislation.
- Ability to solve problems and resolve conflict when dealing with members of the community.
- Any decision that has the potential to present a significant risk to the community or to Council is to be referred to the Coordinator Coast and Bushland or Manager Sustainable Environment.
- Decisions must reflect objectives of the Team.
- A common sense approach is to be used at all times during the performance of this role and all situations should be judged on the particular circumstances that apply at that time.
- Use initiative to identify improvement opportunities
- Ability to determine the level of confidentiality to apply to any given issue.

### **5.2 Specialist skills and knowledge**

*Considerable skill required in area of ... Requires an understanding of the team's and organisation's policies, regulations, precedents and goals. Proficient in using and explaining standard procedures, policies, guidelines and legislation.*

- Understanding of natural systems and programs to rehabilitate land, in order to maximise biodiversity.
- Knowledge of relevant areas of Bass Coast Local Laws and of legislation relating to encroachment and environmental compliance. Prepare, issue and manage correspondence relating to such legislation.
- Understanding of Sustainable Environment team's objectives.
- Intermediate competency in computers and the ability to adapt to changing technologies to ensure the effective use of Council technologies and systems.

### **5.3 Management skills**

*Capable of providing supervision and on the job training. Objectives are achieved by managing time, planning and organising own work within time available.*

- Ability to organise personal workloads to achieve agreed deadlines, taking into consideration the priority of the tasks.
- Ability to maintain clear and accurate records, which are capable of being used as legal evidence.

### **5.4 Interpersonal skills**

*Relate to other people to gain cooperation and assistance for the work being undertaken. Skilled in preparing routine communications.*

- Ability to work within a team environment for the purpose of achieving common objectives.
- Effective oral communication skills to enable clear, concise and routine information, explanation and instruction as required.
- Ability to act as an ambassador for Bass Coast Shire Council and provide advice and education to the community in areas of compliance and bushland rehabilitation.
- Written communication skills to enable accurate and legible completion of routine notices, reports and external correspondence in accordance with team and Council standards.
- Required to have a positive and enthusiastic approach to work and to carry out duties in a non-threatening, courteous manner that meets the needs of the community and Council.
- Ability to gain the co-operation, support and assistance from members of the public during the performance of duties, including dealing with difficult customers when required.

### **5.5 Qualifications and experience**

*A post-secondary qualification with some on the job training or equivalent experience needs to be drawn upon to meet key responsibilities.*

- Diploma in Natural Resource Management or related field, and/or demonstrated experience in a customer focused regulatory role.
- Previous experience in compliance/regulatory functions.
- Understanding of local government and of Council's role in the community.
- Current Driver's licence essential.

### **5.6 Primary physical skills**

*Ability to undertake physical tasks associated with the position.*

- Driving for extended periods of time.
- Good hearing, coherent speech and vision.
- Ability to undertake patrols and inspections on foot including on beaches and rough terrain such as natural bushland.

## **6. Pre-employment Checks**

Applicants will be required to undergo pre-employment checks including but not limited to a Police Check.

## 7. Key Selection Criteria

Applicants must address the key selection criteria; provide their resume and a covering letter specifying where they found out about the position.

Selection will be based on the following **key selection criteria**; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- ✓ Diploma in Natural Resource Management or related field, and/or demonstrated experience in a customer focused regulatory role.
- ✓ Experience in delivering work within set timeframes.
- ✓ Good communication and interpersonal skills.
- ✓ Strong customer service focus.
- ✓ Intermediate computer skills and use of Microsoft Office (Word, Excel, Outlook)
- ✓ Proven ability to work as part of a team.
- ✓ Local government experience or other community/government agency is beneficial.
- ✓ Current Drivers Licence.