

# Position Description

## Biodiversity Project Officer

<b>Your role:</b>	Biodiversity Project Officer - 541
<b>You will report to:</b>	Coordinator Biodiversity
<b>Your Directorate:</b>	Environment & Infrastructure
<b>Your Salary Level:</b>	General Officer Level 4 : \$94,673 - \$101,540 + superannuation
<b>Special Conditions:</b>	Current 'C' Class driver's licence required Satisfactory Medical Clearance Satisfactory Driver History Check National Police Clearance Check Working with Children Check

### Position Overview

The Project Officer position will assist in the delivery of a riparian restoration project by engaging and collaborating with internal and external stakeholders, contractor management, providing technical advice and support to other employees and the community and project reporting. The position will be based at Council's Southern Operations Depot (Heathfield) however, will require regular site meetings across the Bridgewater/Aldgate area. The role will require you to coordinate and implement actions in accordance with Council policy, procedures, organisational standards and relevant legislation to ensure efficient delivery of the project.

You will work co-operatively and collaboratively with other employees across the organisation to coordinate project implementation. This position works within a dynamic, service focussed environment, with ongoing changes. You will be required to make informed decisions using your judgement, guided by established policies and procedures, while keeping the director's expectations in mind.

### About the Team

You will form part of the Open Space Biodiversity Team, dedicated to protecting and improving the landscape sustainability within the Council district. The team works collaboratively across departments and with external stakeholders to deliver initiatives that protect, improve, expand and connect habitats to support native flora, native fauna, threatened species recovery and ecosystem services that benefit the greater Adelaide region.



## Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

## Our values

<b>Grounded In Trust</b>	Build strong foundations through respect, safety, integrity and transparency
<b>Cultivating Connections</b>	Engage with each other and our community to create a thriving, collaborative environment
<b>Nurturing Excellence</b>	Deliver with pride to achieve the best outcomes and celebrate our success
<b>Sowing Seeds for Tomorrow</b>	Foster growth and innovation for a sustainable future

## Your Stakeholders

<b>Internal</b>	Elected Members, Directors, Managers, and other employees across the organisation in particular Open Space, Projects and Civil team.
<b>External</b>	Australian, South Australian and Local Government departments, non-government organisations, suppliers, community groups, consultants and contractors.

## Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

## Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, including our Organisational Values and Code of Conduct for Employees.

## Position Responsibilities

- Prioritise and deliver conservation and biodiversity management activities as per the riparian restoration project plan.
- Reporting on progress of project, including but not limited to Council updates, Grant milestone reporting, community education and stakeholder updates
- Foster good working relationships with Council staff and project stakeholders (private landowners, volunteers, State Government and NGOs) in delivery of the project.
- Creating and managing corporate records according to relevant policies, procedures and legislation.
- Engage with and monitor contractors and contracted works to ensure they are delivered to specification and within required timeframes
- Developing and modifying GIS spatial information to assist with record keeping and project reporting
- Using SharePoint, excel and word to develop and update project tracking systems and communication materials related to the project.

## Position Criteria

<b>Technical Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in contractor and project management</li> <li>• Knowledge of the principles and practices of watercourse, land and biodiversity management or similar fields.</li> <li>• High level of knowledge of the native and exotic flora of the Mount Lofty Ranges.</li> <li>• Understanding of seasonal requirements for weed control, revegetation and watercourse works</li> <li>• Experience in data collection, monitoring and reporting for environmental projects</li> <li>• Demonstrated ability to manage work programs and schedules with a diverse set of stakeholders to achieve project outcomes within required timeframes</li> <li>• Knowledge of and experience using GIS spatial programs.</li> <li>• Knowledge of the various Acts and Regulations relevant to native vegetation, biodiversity and landscape management.</li> <li>• Excellent written and verbal communication skills with the ability to work with a diverse set of stakeholders to achieve positive outcomes.</li> <li>• Excellent problem solving and conflict resolution skills.</li> <li>• Ability to use online systems, such as Confirm, SharePoint, Microsoft Word and Excel</li> </ul>	<b>Essential</b>
<b>Collaboration and Communication</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work cooperatively in a team environment and actively contribute to a supportive team environment.</li> </ul>	<b>Essential</b>

Qualifications	<ul style="list-style-type: none"> <li>A tertiary qualification in an area related to environmental, conservation or biodiversity management.</li> </ul>	Essential
Customer Service	<ul style="list-style-type: none"> <li>Demonstrated achievement in and enthusiasm for the provision of high-quality customer service.</li> <li>Demonstrated ability to liaise with staff at all levels of the organisation and the public</li> </ul>	Essential
Government Experience	<ul style="list-style-type: none"> <li>Experience in office administration and provision of customer service within a Local Government setting.</li> </ul>	Desirable
Corporate Experience	<ul style="list-style-type: none"> <li>Working knowledge of Office 365 and use of corporate technology</li> <li>Experience in financial accounting systems, record keeping and procurement software systems</li> </ul>	Essential
Finance Delegations	<ul style="list-style-type: none"> <li>\$12,500</li> </ul>	

# Job Requirements Guide

## Frequency guide

1. Constant (ongoing, occurs daily)
2. Frequent (occurs 1-2 times daily)
3. Occasional (occurs 2-4 times per week)
4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y		X			
Walking	Y		X			
Sitting	Y				X	
Bending /twisting the back	Y				X	
Bending /twisting the neck	Y				X	
Kneeling/squatting/ crouching	Y		X			
Climbing e.g. stairs/steps/ladders	Y			X		
Reaching forward /sideways >30 cm	Y		X			
Working with hands above shoulder height	Y			X		
Lifting/carrying e.g. plants, fuel containers (20 litres), logs, chainsaws, backpack blowers, branches, timber	Y				X	Anything heavier than 20 kg generally requires two or more persons to lift.
Pushing/pulling/dragging	Y			X		Equipment
Gripping/grabbing	Y			X		Hand tools e.g. secateurs, trowels, shovels
Fine hand coordination	Y		X			
Holding/supporting any object or person	Y			X		

## Environmental

Work in an indoor/outdoor environment	Y		X			Indoor
Work at heights	N					
Work in confined spaces	N					
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y				X	
Exposure to noise	Y			X		
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners	Y				X	Fuels and herbicide chemicals
Exposure to fumes/dust	Y				X	
Managing security/private information	Y	X				

## Interpersonal

Interaction with customers/members of the public e.g. face-to-face, answering phones	Y		X			
Dealing with highly emotional/ conflict situations	Y			X		
Dealing with difficult/complex negotiation of a personal nature	Y			X		
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y		X			

Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y		X			
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				