

POSITION DESCRIPTION



Title:	Land Management Officer
Location:	Negotiable within Maranoa Region
Incumbent:	Vacant
Reports to:	Coordinator – Environmental Health
Accountable to:	Manager - Environmental Health, Compliance & Waste
Classification:	Level 3 to Level 4 Queensland Local Government Officers Award plus Maranoa Regional Council Officers Certified Agreement 2012
Reviewed by:	Human Resources & Environmental Health, Compliance & Waste
Review date:	April 2013
Approved by:	Chief Executive Officer
Next Review:	In line with Performance Appraisal or when position becomes vacant

Position Objective

- To assist towards providing an efficient and effective service in relation to compliance with Council's Local Laws, Policies and other Legislation.
- Assist with the implementation, maintenance and management of Councils Stock routes and rural land activities, including land and environmental protection.

Requirements of Job

(a) Skills

- Good interpersonal and communication skills including both team work and public relations skills.
- Ability to deal with customers at all levels in a tactful, empathetic and courteous manner.
- Ability to effectively exercise sound judgement in relation to enforcement procedure and customer service under minimal supervision.
- Ability to undertake tasks and activities of a rural construction and maintenance nature
- Ability to identify pest plants and animal pest presence
- Ability to safely use chemicals and poisons
- Knowledge or the ability to gain knowledge of all acts associated with Stock routes and a good understanding of relevant legislation and procedures associated with the movement of and maintenance of stock.
- Skills in the preparation and presentation of clear, concise and accurate reports.
- Well-developed time management and prioritisation skills for own work.
- Proficient computer skills using a range of technologies. Ability to use Microsoft Word, Excel, PowerPoint, TRIM, Authority and the Web required.
- Ability to provide a high standard of customer service when handling enquiries via the telephone, front counter (when required), email, fax etc to ensure that customers receive accurate and timely information.

(b) Knowledge and Experience

- An understanding of administration procedures and practices.
- An understanding of computer software applications including Microsoft Office, TRIM and Authority.
- Awareness of the Rural Lands Protection Act 2002.

- Knowledge of the safe use of Herbicides and Pesticides.
- Identification of the presence of pest animals and pest weeds.

(c) Qualifications

- Certificate IV in Investigations.
- State Penalty Enforcement Registry training.
- Current 1080 Poison distribution licence or ability to quickly obtain same.
- Current Department of Primary Industries Chemical Distribution Licence or ability to same.
- Current Queensland Class C drivers licence.

Desirable

- Relevant Certificate of Competency/ies for other appropriate plant.

(d) Training

- Ongoing training will be provided to ensure the position holder maintains a satisfactory knowledge and skill base.

Key Responsibilities

The Key Responsibilities may be modified from time to time to ensure outcomes are consistent with Council's Corporate and Operational Plans.

(a) Relationship with Environmental Health Team

- Maintain a focus, establishing and maintaining relationships based on honesty, trust and integrity; and

(b) Functional Responsibilities

Administration and other duties

- Monitor and patrol, when required, water restrictions;
- Assist in conducting investigations and inspections as required;
- Prepare documents and act as a witness as necessary for enforcement actions in the relevant courts;
- Update appropriate databases; and
- Perform other duties as directed by the Manager Environmental Health or other appropriate supervisor.

Stock Routes

- Notice of Watering facilities and fencing repairs on Stock Routes;
- Assist in 1080 baiting campaigns and associated tasks as directed;
- Assist in the monitoring of stock using the various Stock Routes;
- Assist with compliance with all relevant Acts and Councils policies;
- Ensure adequate and positive liaisons with the users of the Stock Routes and neighbouring landholders and other interested parties; and
- Assist the Manager Environmental Health with implementation of a Stock Route Management Plan.

Town Common/s

- Assist in the maintenance of boundary gates/grids and fences;
- Assist with the musters of the town common as directed by the Manager Environmental Health;
- Assist in the periodic and timely inspections of Stock Route facilities;
- Assist in the repair of and maintenance of stock facilities as required; and
- Assist the Manager Environmental Health with implementation of Town Common Management Plan.

Pest Plant Control

- Assist in controlling and progressively eradication of all declared pest plants within Maranoa Regional Council's local authority area;
- Assist landholders and advise special interests groups about pest plants; and

- Assist with the implementation of the Pest Management Plan.

Illegal Camping

- As required assist in the investigation and action of complaints regarding illegal camping.

Animal Control

- Assist in the implementation of Councils Local Law – Keeping and Control of Animals and relevant sections of the Environmental Protection Regulations 1998;
- Assist with the investigation and action as required complaints regarding breaches of Council Local Law and relevant section of the Environment Protection Regulations 1998;
- Issuing of letters/notices for breaches of Councils Local Law and relevant sections of the Environment Protection Regulations 1998;
- Ensure letters/notices are complied with;
- Carry out street patrols;
- Impounding of animals, as required;
- Undertake the operation of Council's dog pound/s;
- Undertake promotion of Councils Local Law – Keeping and Control of Animals;
- Assist in undertaking surveys to determine compliance with Local Law No 6 Keeping – Keeping and Control of Animals.

Overgrown Allotments (Vermin Control)

- Implementation of Health regulation 1996 – Part 17 Vermin Control and Councils Local Law – Control of Nuisances with respect to overgrown allotments;
- Assist in the investigation of complaints regarding breaches of Health Regulation 1996 – Part 17 Vermin Control and Councils Local Law with respect to overgrown allotments;
- Assist in the instigation of issuing of notices for breaches of Health Regulation 1996 – Part 17 Vermin Control and Councils Local Law No with respect to overgrown allotments;
- Ensure letters/notices are complied with;
- Assist in periodical surveys to identify overgrown land.
- At all times maintain a courteous manner when dealing with customers.
- Undertake projects and tasks within scope of knowledge, skills and abilities as directed by relevant supervisor.

(c) Financial Management

- Exercise sound financial management of council resources

(d) Customer Service

- Foster and maintain quality Customer Service and Public relations to both internal and external customers.

(e) Continuous Improvement

- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities.

(f) Equal Employment Opportunities

- Treat all work colleagues equally and in a non-discriminatory manner, and with consideration and respect at all times; and
- Be aware of Council's policies and plans in respect of EEO.

(g) Human Resources

- Promote teamwork and develop and maintain positive work relations and appropriate organisation culture.

(h) Record Keeping

- Support Council's policies and procedures relating to records management and ensure all corporate information is captured in line with legislative requirements; and

- Ensure own timesheet is accurate, completed and submitted on time.

(i) Teamwork and Participation

- Perform duties in a professional and ethical manner actively participating in teamwork whilst maintaining and developing personal performance standards.

(j) Workplace Health and Safety

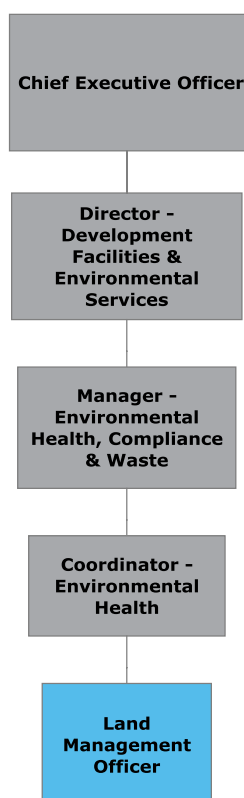
- As agreed in the Obligations Statement follow defined workplace health and safety policies and procedures (SafePlan 2) relating to the work being undertaken in order to ensure own safety and that of others in the workplace.

Performance/Skill Standards

The incumbent in this position is responsible and accountable for meeting the performance indicator objectives:

- Tasks allocated are to be performed to agreed standards and/or as per established procedures or guidelines.
- Work goals shall be those as set by the Supervisor, and will be drawn from Council's Operational Plan and Corporate Plan.
- Work is to be carried out in accordance with accepted Industry Standards, Quality Assurance Standards, Workplace Health and Safety Act, legislative requirements and Council policies, procedures and Local Laws.
- Tasks are to be completed within the time frame set by the Supervisor.
- Actively participate in planning and recommending improvements for effectiveness and efficiency of work tasks.
- Demonstrate a spirit of cooperation toward other employees and the achievement of Council's aims and objectives.
- Provides an integrated support and management style to streamline operational activities.

Reporting Structure



Organisational Relationships

- a) Reports to: Manager Environmental Health and/or Senior Environmental Health Officer and/or Senior Local Law Officers
- b) Supervises: N/A
- c) Internal Liaisons: Director Planning & Environment; Manager Environmental Health; Senior Environmental Health Officer; Senior Local Law Officers; other Local Law Officers; Customer Service Officers; and other Council staff as appropriate.
- d) External Liaisons: Business Community, State and Federal Governments, Drovers; Land Holders; Justices Department; Other Local Governments; Rate Payers; Residents; Council Rate Payers, General Public, and other customers of Council.

Extent of Authority

- Purchasing Authority Delegation for this position is Nil
- Instrument of Sub-Delegation as per Section 259 of the Local Government Act 2009.
- Computer Access: TRIM, and Authority.
- Discipline authority: Nil.
- Issues and problems that are not easily solved need to be referred up to immediate supervisor.

Arrangements

The details contained in this Position Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the position may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the position or the level of responsibility entailed. Consequently, the Council will expect to revise this Position Description from time to time and will consult with the Position Holder at the appropriate time.

Signed by Position Holder

(To be signed only following appointment)

I have read this Position Description and I agree to undertake the all the duties to the best of my ability.

Signed: _____ **Date:** _____

Key Selection Criteria

- KSC 1** Knowledge and experience in plant and pest animal identification and control.
- KSC 2** Excellent communication (oral and written) and interpersonal skills, organizational, prioritization and time management skills
- KSC 3** Demonstrate problem solving and negotiation skills with the ability to deal with complaints effectively gaining cooperation and assistance from customers, prior to escalating to a Senior Officer
- KSC 4** Demonstrated keyboard and computer operation skills and knowledge of Microsoft Office Suite and the ability to acquire skills to operate corporate computer applications (Authority, TRIM)

Desirable

- KSC 1** Previous experience in pest animal and plant control.
- KSC 2** Previous experience working in regulatory and or enforcement role.
- KSC 3** Knowledge and experience in compliance/investigation