



Senior Weeds Officer

Council is currently seeking applications from suitably qualified persons to replace the Senior Weeds Officer, who will be retiring in July, 2017.

Duties of this position include but are not limited to inspect and control weeds throughout the County area, including private land and Council controlled areas and assist in the eradication of weeds within the County.

Further details, including a copy of the relevant position description is available by contacting Council's General Manager Don Ramsland Tel: 02 6828 6116 or visit www.walgett.nsw.gov.au. Applications marked 'CONFIDENTIAL' and addressed to the undersigned can be emailed to: admin@walgett.nsw.gov.au or mailed to the General Manager Don Ramsland PO Box 31 Walgett NSW 2832. **Applications will be received until 5pm Monday 5 June 2017.**

Castlereagh Macquarie County Council offers excellent employment conditions such as four day week working arrangement, long service leave accessible after five years of service and assistance with professional development programs.

Castlereagh Macquarie County Council is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.



Information Package

Thank you for your interest in the position of

Senior Weeds Officer

This document provides you with a summary of Council's profile and application guidelines.

Also attached are the following documents:

- Application Cover Sheet (to submit with your application)
- Position Description
- Advertisement

NOTE:

It is essential that applicants address each of the essential and desirable qualifications in the attached Position Description.



APPLICATION COVER SHEET

To be attached to your application

POSITION VACANT: Senior Weeds Officer

NAME: _____

ADDRESS:

PHONE: _____

Where did you see the advertisement for this position (please tick):

- Internet
- Western Magazine
- Local Paper
- Local Government Jobs Directory
- Word of Mouth
- Other (please specify) _____

To be returned to the address shown in attached advertisement



CASTLEREAGH MACQUARIE COUNTY COUNCIL

JOB DESCRIPTION – SENIOR WEEDS OFFICER

Position Title: Senior Weeds Officer

Reports Directly to: General Manager

Grade: Band 2 – Band 3

Hours of Duty: 38 hours per week

POSITION OBJECTIVE

- To lead the weeds team in undertaking weed spraying on Council controlled lands and private lands as required ensuring that the objectives of the Biosecurity Act 2015 and regulation are met.
- To ensure private property inspections for weeds are undertaken in an efficient and professional manner, within the required regulatory framework.
- To promote and provide information about Castlereagh Macquarie County Council's Weeds Program and Policy.

KEY PERSONAL SKILLS AND COMPETENCIES

- Is honest and respectful towards others and works as part of a team.
- Displays appropriate behaviour in the workplace in line with Council's Code of Conduct.
- Takes ownership and responsibility for their key responsibilities and accepts direction.
- Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities 'could' be achieved.
- Possesses appropriate skills and emotional intelligence to resolve working relationship issues if they arise.
- Demonstrates flexibility and resilience to cope with change.
- Leads by example and encourages their team to strive to exceed expectations.
- Empowers team members, listens, shares and promotes openness in team communication.
- Displays the ability to define expectations, assess performance and hold direct reports accountable.
- Demonstrates the ability to effectively delegate to direct reports, encourage ownership and regularly follows up and gives feedback.
- Demonstrates the willingness and ability to coach and develop direct reports.

KEY RESPONSIBILITIES

- Thoroughly investigate and enforce the requirements of the Biosecurity Act 2015, Regulations and local policies within Council's Local Control Authority (LCA).
- Undertake inspections for noxious weeds of private and public land.
- Supervise and undertake spraying operations for noxious weeds on private and public land.
- Effectively identify weeds infestations.
- Carry out suppression and control on Council and other land as directed.
- Promote and provide information about Council's Weeds Program and Policy including attendance at Field Days and other relevant events.
- Represent Council in the Regional Weeds Group and other professional groups as required.
- Issue notices under the Biosecurity Act 2015, and represent Council at Court as required.
- Accurately and efficiently complete and maintain all relevant records and diaries of activities, investigations and actions undertaken in the implementation of weed service activities, conduct toolbox meetings, worksite (site specific and plant) inductions for all relevant contractors and staff members.
- Provide relevant information to Council reports and documents including collecting and reporting on indicators outlined in Council's Strategic Planning Documents.
- Liaise with and provide advice to Council, members of the public, landholders, community special interest groups, regional/local land services, and state and commonwealth departments on a wide variety of relevant weeds matters.
- Ensure customer service requests are followed through and the actions and outcomes are adequately documented with electronic notes within Council's record system.

ESSENTIAL QUALIFICATIONS

- Tertiary qualifications at Certificate IV level in Conservation and Land Management level or above or relevant experience.
- Demonstrated experience in weed spraying with the ability to identify a comprehensive range of environmental weeds and advise the appropriate method of control.
- Demonstrated understanding of the implementation of legal requirements with regards to the Biosecurity Act 2015.
- Demonstrated knowledge of chemical use and procedures including practical weed control and use of herbicides in accordance with the Pesticides Act 1999.
- Ability to deliver communication, education and awareness of Council's Weed Control program to the community.
- Demonstrated working knowledge of small plant
- Demonstrated ability to work independently with high levels of self motivation as well as part of a team.
- Demonstrated ability to prepare written reports and to communicate effectively with landholders and the public, provide advice, facilitate change and possess conflict resolution skills.
- Demonstrated computer literacy in the Microsoft Suite (Word & Excel)
- Demonstrated working knowledge of the Biosecurity Act 2015
- Demonstrated experience using GIS systems
- Chemical Certificate Accreditation
- Workcover Construction Induction Certificate (White Card)

- First Aid Certification
- Class C Drivers Licence

DESIRABLE QUALIFICATIONS

- RMS Traffic Control certification – PWZTMP (replaces the Red & Orange card)
- Knowledge of Council Policies and Procedures.
- Certificate IV Training and Assessment (in order to conduct training sessions for land holders and community members)
- Legal Stage 1, 2 and 3 for Weeds Officers Certification