

Position Description

Position Title:	Environmental Weed Officer
Classification:	Level 5 (Depot Operations)
Agreement:	The Shire of Broome Outside Enterprise Agreement 2016
Department:	Parks and Gardens
Location:	Shire Depot
Date reviewed:	March 2021
Approved by:	Manager Works

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Objectives

To effectively maintain, apply and update an integrated environmental weed and pest control program for the Shire of Broome.

Position Key Responsibilities

- Prepare research and document issues related to pest control in the Shire of Broome
- Introduce and apply environmental practices for the control of designated weed infestations within all shire reserves and allocated native bush corridors
- Liaise with Environmental stakeholder and community volunteer groups to achieve the shires desired outcomes in environmental management, while foster cohesive working relationships.
- Provide recommendations for funding on environmental weed control and rehabilitation within the Shire of Broome.
- Supervise & manage rehabilitation projects as directed by Parks and Gardens Supervisors
- Provide training and technical support for inducted spray technicians.
- Instigate and apply a integrated pest management plan for the shire of Broome reserves and amenity horticultural areas
- Manage the chemical stock inventory, storage area so it is stocked, clean and up to date with OS & H requirements.
- Maintain spraying plant and equipment as required.
- Monitor, adjust and provide up to date, current work programmes and scheduling.
- Research and develop the most environmentally sound pest management application, programmes where applicable.

Organisational Responsibilities

Human Resource Management

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Undertake other activities including undergoing training and development as required for execution of the role.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings

- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- Participate and contribute to Technical Advisory Groups and other Shire committees.
- To undertake other special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Parks Streetscape Supervisor
Supervises:	N/A
Internal Contacts	All staff
External Contacts:	Contractors Ratepayers Material and Service Suppliers Government Department Officers Volunteer and environmental groups
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential

- Experience in local flora ID with a focus on native grasses and lower storey flora
- Extensive knowledge in the identification and control of local weed species.
- A broad knowledge of automatic irrigation systems.
- Extensive knowledge of safe handling and application of pesticides/chemicals and industry best practice
- Ability to apply Integrated Pest Management processes in nursery and amenity horticultural situations.
- Good written and verbal communication skills

Qualifications / Training

- Current unrestricted 'C' or 'MR' class license

Desirable

- At least two years tropical horticulture and related natural bush land experience
- HR Class license
- Pesticide operators license