



### *Position Description*

**Position Title:** Ecological Restoration Team Member (Temporary)

**Classification:** Band 2

**Department:** Ecological Restoration

**Date:** 2017

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#### **Organisational Context:**

Merri Creek Management Committee (MCMC) is a not for profit incorporated association established in 1989 to achieve the shared vision of various stakeholders in the Merri Creek catchment. Its members are all the Councils in the Merri Creek Catchment: Darebin, Hume, Mitchell, Moreland, Whittlesea, and Yarra plus the community groups, Friends of Merri Creek and Wallan Environment Group. Representatives of these member groups form the Committee of Management that guides MCMC's activities.

*The primary purpose of the Merri Creek Management Committee (MCMC) is to ensure the preservation of natural and cultural heritage, and the ecologically sensitive restoration, development and maintenance of the Merri Creek and tributaries, their corridors and associated ecological communities.*

The eighteen or so MCMC staff are grouped into four work areas: Ecological Restoration (~10 staff), Catchment Program, which includes the Waterwatch Program (2), Planning & Coordination (1.5), and Administration (3 p.t.).

The structure of the Ecological Restoration Team is outlined below:

Manager Ecological Restoration (MER) – Band 7

Ecological Restoration Planner (ERP) – Band 6

Ecological Restoration Works Coordinator (ERWC) – Band 5

Ecological Technical Assistant (ETA) – Band 4

Restoration Works Coordinator Assistant (RWCA) – Band 4

Ecological Restoration Team Member/s (ERTM) up to 10 positions – Band 3

Ecological Restoration Team Member Temporary (ERTMT) – Band 2

Merri Creek Management Committee's Ecological Restoration Team performs on ground revegetation and restoration works funded by grants and contracts with member municipalities and a range of other organisations including state and federal government.

### **MCMC WORKING CONDITIONS**

MCMC is committed to providing a workplace where employees are valued and respected and free from all forms of discrimination and harassment. The organisation has its own Enterprise Bargaining Agreement, negotiated in conjunction with the Australian Services Union. It is committed to providing fair and reasonable, family friendly working conditions. All full-time staff work a 9-day, 70 hour fortnight, with leave and training provisions as specified in the Victorian Local Authorities Award. The MCMC Enterprise Bargaining Agreement specifies provisions for paid overtime or time-in-lieu for required weekend work.

The Merri Creek and its catchment areas are characterised by culturally diverse communities and MCMC programs are undertaken in close collaboration with a range of community groups. To maximize the opportunities presented by the diverse community, employees are required to develop and demonstrate understanding and commitment to working in a respectful and collaborative manner.

### **POSITION OBJECTIVES**

1. To support the Ecological Restoration Works Coordinator (ERWC), and Ecological Restoration Team Members in the implementation of programmed on ground and community liaison works.
2. As a member of the Ecological Restoration Team, to contribute to efficient and effective revegetation, regeneration, restoration and ecologically sensitive development and maintenance of designated remnant and revegetation sites.

## **KEY RESPONSIBILITY AREAS**

### **Key Responsibility Area 1**

As directed by the Ecological Restoration Works Coordinator and Ecological Restoration Team Members carry out quality implementation of daily revegetation and/or remnant management program works.

#### **Duties and responsibilities:**

- Undertake management works on designated remnant and revegetated sites by following Work Instructions and using plant identification skills and life cycle understanding
- carry out instructions and assess, communicate and prioritise defined tasks and complete works within a given time frame
- operate a range of equipment including; knapsack sprayers, spot gun, brush cutter, self-propelled mower, chainsaw and hand tools
- conduct chemical, mechanical and manual weed management
- implement revegetation as directed, and following guidelines including;
  1. laying out of plants with attention to site and plant requirements, community structure and landscape design
  2. mulching and laying of weed-mat
  3. planting, weeding, watering, staking
  4. rubbish removal and carry out minor construction work
  5. collect, prepare and store seed of indigenous plants
- Maintain and leave sites in a safe condition for employees and the public

### **Key Responsibilities Area 2:**

Under the supervision of Ecological Restoration Works Coordinator and Team Members maintain records, tools and infrastructure to enable efficient implementation of works programs.

#### **Duties and Responsibilities**

- Maintain depot, vehicles, equipment and materials required to undertake works programs efficiently.
- Contribute to accurate herbicide and works records including quantities, species and provenance of plantings and direct seeding and other materials used at sites, in order to effectively document MCMC's on ground works.
- Provide Ecological Restoration Works Coordinator with information to enable well informed decisions regarding repair of equipment.
- As delegated maintain plant stock so that appropriate stock are available to the Ecological Restoration Team.
- Contribute to effective communication within the Ecological Restoration Team and between the team and other MCMC staff.

### **Key Responsibilities Area 3:**

Assist the delivery of community festivals, stalls, activities including planting days during the week and on weekends.

#### **Duties and Responsibilities:**

- actively participate in public training sessions, workshops and discussions as directed
- safely provide food and drink for community events including BBQ food preparation.

#### **Occupational Health & Safety**

All staff must:

- Ensure that team and individual duties are conducted in a safe and responsible manner in compliance with the *Occupational Health and Safety Act 2004*, and any other legislative and policy requirements regarding personal and public safety
- monitor and report where appropriate occupational health and safety within area of responsibility
- as delegated, contribute to management of work injuries to minimize the damage to the employee and to MCMC
- actively participate in the development and implementation of hazard elimination or minimisation strategies
- immediately report any accidents and hazards to relevant supervisor and take appropriate action

#### **Equal Opportunity:**

Staff must:

- acknowledge and address conflict so that conflict, when it arises, is addressed and resolved in a prompt and professional manner
- act in such a way as to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation
- take steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred
- contribute to positive team dynamics and cohesiveness
- respect the rights of others

#### **Other Duties:**

Staff may perform other duties related to MCMC's statement of purpose as requested by PMWC or Conservation program manager, within the skills and capabilities of a position at this level.

## **Organisational Relationship**

### **Reports to:**

Ecological Restoration Works Coordinator, Ecological Restoration Works Coordinator Assistant or nominated Person in Charge for:

- responsible, efficient and effective implementation of allocated work
- safety of self and for implementing safe working practices
- care and appropriate use of equipment taken from depot and its return to the depot
- nominated Person in Charge is accountable to Ecological Restoration Works Coordinator for implementation of work allocated to the supervised group and the safety of the group

### **Internal Liaisons:**

MCMC staff within the Ecological Restoration including other team members, Conservation Program Manager, Ecological Restoration Works Coordinator, Ecological Restoration Planner and Team Leaders, other MCMC staff members including: Catchment Program Officers, Finance Officer, Administration Officer, Waterwatch Officer(s) and Manager

### **External Liaisons:**

Friends of Merri Creek, the general public including community groups, staff of nurseries and other agencies, funding bodies and other Merri Creek stakeholders as required.

## **Accountability and Extent of Authority**

Under the general supervision of the Ecological Restoration Works Coordinator, Ecological Restoration Works Coordinator Assistant, nominated Person in Charge, and Ecological Restoration Team Members, Ecological Restoration Team Members (2) are responsible for the efficient implementation of the daily works program ensuring care of equipment and efficient use of available resources.

Team members (2) must ensure that works program are effectively implemented in accordance with regulations, relevant MCMC handbooks, codes of practice, policies and procedures and with consideration of current site and weather conditions.

Ongoing and prompt communication with other team members, Works Coordinator Assistant and the Ecological Restoration Works Coordinator is required to ensure works are implemented appropriately and efficiently.

## **Judgment and Decision Making**

Advice and guidance is available from the Conservation Program Manager, Ecological Restoration Works Coordinator, Ecological Restoration Planner, Works Coordinator Assistant, daily Persons in Charge, and Ecological Restoration Team Members. Where appropriate provide advice on improving outcomes and work practices.

On site judgment about own work practices is required on a regular basis. Appropriate application and minor modification of standard techniques, equipment, methods or processes, may include:

- consideration of weather conditions especially before and during spraying
- detailed placement of plants within beds
- how jute mat should be laid on specific sites
- when tools are safe or unsafe to use

Approval of the Person in Charge and Ecological Restoration Works Coordinator is required prior to major modification of works or technique.

## **Variation to Conditions Of Employment**

These conditions of employment, duties and location may be varied by MCMC during the term of employment.

## **Specialist Knowledge and Skills**

- ability to identify and recognise a wide range of indigenous flora and weed species and vegetation communities of the Merri Creek and adjoining catchments
- safe operation of chainsaws
- knowledge and safe use of the herbicides used in this type of work
- perform practical skills including ability and agility to work in steep, rocky or muddy sites

## **Interpersonal Skills**

- good verbal communication skills
- ability to work cooperatively as part of a team
- ability to work with members of the public and volunteers in the performance of defined activities

## **Qualifications and Experience**

Experience in practical environmental management in the conservation of remnant vegetation, habitat creation and maintenance, waterways restoration or weed control including:

- experience in plant identification
- weed control using herbicides
- experience in maintaining tools
- current drivers license and 4WD experience

## **Desirable:**

Current First Aid Level 2 Certificate

Agricultural Chemical Users Permit

Construction Induction card

Chainsaw certificate

**KEY SELECTION CRITERIA**

1. Self motivation and demonstrated ability to work within a team.
2. Understanding of management techniques for remnant and revegetation works gained through field experience.
3. Experience and understanding of herbicide use.
4. Current Driver’s License and capacity to drive a manual vehicle.

**SALARY & CONDITIONS**

**Salary**

Salary will be in accordance with Band 2 of the Victorian Local Authorities Award 2001 and MCMC’s Enterprise Bargaining Agreement.

**Superannuation**

The provisions of the Local Authorities Superannuation Act and MCMC’s Enterprise Bargaining Agreement shall apply.

**Leave**

All leave will be taken in accordance with the Award and MCMC’s Enterprise Bargaining Agreement.

**Other Conditions**

- Appointee whilst on duty will not be able to engage in any trade, profession or business that would create a conflict of interest in carrying out the duties of the position or carrying out private work during normal business hours.
- Agreement to abide by requirements of all MCMC policies and procedures;
- Termination of employment is as provided in MCMC’s Enterprise Bargaining Agreement.

**Hours of Duty** Standard hours of duty (70 hours per fortnight), nine day fortnight in accordance with MCMC’s Enterprise Bargaining Agreement.

**STAFF MEMBER AGREEMENT TO WORK ACCORDING TO THIS POSITION DESCRIPTION**

Name:.....

Signature:.....

Date:.....