



Merri Creek Management Committee

POSITION DESCRIPTION

Position: Parkland Management Team Volunteer

Date: 2013

POSITION TITLE: Parkland Management Team Volunteer-Temporary

DEPARTMENT: Parkland Management

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: Parkland Management (~12 staff), Catchment Programs, which includes the Waterwatch Program (2), Planning & Coordination (2), and Finance/Administration (3).

Merri Creek Management Committee's Parkland Management 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. MCMC is committed to providing fair and reasonable, family friendly working conditions. All full-time staff work a 70 hour fortnight, generally worked over 9 days, with leave and training provisions as specified in the Victorian Local Authorities Award.

The Merri Creek and catchments 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 an inclusive and collaborative manner.

POSITION OBJECTIVES

1. To support the Parkland Team Coordinator (PTC), Team Leaders and Team Members in the implementation of programmed on ground works.
2. As a volunteer working with the Parkland Management Team, to achieve efficient and effective revegetation, regeneration, restoration and ecologically sensitive development and maintenance of designated remnant and revegetation sites under the supervision of Parkland Management Team members.

KEY RESPONSIBILITY AREAS

Key Responsibility Area 1

As directed by the Parkland Management Team Coordinator (PMTTC), Team Leaders and Team Members, carry out quality implementation of daily works revegetation and/or remnant management programs.

Duties and responsibilities:

- use plant identification skills and ecological understanding to manage designated remnant and revegetated sites of the Merri Creek and adjoining catchments
- operate a range of equipment including; spot gun, brush cutter (cord only), auger, and hand tools
- conduct chemical (cut and paint), mechanical and manual weed management
- implement revegetation as directed including;
 1. mulching and laying of weed-mat
 2. planting, weeding, watering, staking
 3. rubbish removal and carry out minor construction work
 4. 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 general supervision of Parkland Management Team Leaders and Team Members, maintain 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.
- Support the maintenance of accurate 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.
- Contribute to MCMC's fauna record book and herbarium as well as weed and indigenous plant records.
- As delegated maintain plant stock so that appropriate stock are available to the Parkland Management Team.
- Contribute to effective communication within the Parkland Management Team.

Key Responsibilities Area 3:

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

Duties and Responsibilities:

- Support the Parkland Management Team to host volunteer events as directed
- assist with the promotion of community involvement in appropriate MCMC activities as directed

EQUAL OPPORTUNITY

All MCMC staff and volunteers must:

- acknowledge and address conflict so that it, 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

Volunteers may perform other duties related to MCMC's statement of purpose as requested by PMTC or Parkland Management Team Leaders.

ORGANISATIONAL RELATIONSHIP

Reports to:

Parkland Management Team Coordinator, Team Leaders or nominated person-in-charge for:

- responsible, efficient and effective implementation of allocated work
- safety of self and implementing safe working practices
- care and appropriate use of equipment
- nominated person-in-charge is accountable to Parkland Management Team Coordinator for implementation of work allocated to the supervised group.

Internal Liaisons:

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

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Under the general supervision of Parkland Management Team Coordinator and in accordance with relevant MCMC handbooks, codes of practice, policies and procedures, Parkland Management Team Member Volunteers are responsible for supporting efficient implementation of the daily works program ensuring care of equipment and efficient use of available resources.

Ongoing and prompt communication with other team members and the Parkland Management Team Coordinator is required to ensure works are implemented appropriately and efficiently.

Judgment and Decision Making

Advice and guidance is available from Parkland Management Team Leaders and Team Members, , Parkland Management Team Coordinator, Ecological Restoration Planner, Ecological Technical Assistant and Conservation Program Manager.

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

- consideration of weather conditions
- detailed placement of plants within plots
- which seed is ripe to harvest
- how jute mat should be laid on specific sites
- when tools are safe or unsafe to use

Supervisor's approval 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 the volunteer appointment.

SPECIALIST KNOWLEDGE & 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
- knowledge and safe use (cut and paint) of the herbicides used in this type of work
- perform practical skills including ability and agility to work in steep, rocky or muddy sites

MANAGEMENT SKILLS

- ability to carry out instructions and complete works within a given time frame
- ability to contribute to the efficient workings of the team
- contribute to the effective implementation of community activities
- contribute to meetings at which works programs are discussed

INTERPERSONAL SKILLS

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

Desirable:

Current First Aid Certificate

Construction Induction card

KEY SELECTION CRITERIA

1. Self motivation and demonstrated ability to work within a team.
2. Keen interest in management of remnant and revegetation works and willingness to learn through field experience.
3. Punctuality and reliability

CONDITIONS

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 while volunteering with MCMC.
- Agreement to abide by requirements of all MCMC policies and procedures;

Hours of Duty Standard hours of duty for the Parkland Management Team Employees: (70 hours per fortnight), nine day fortnight in accordance with MCMC's Enterprise Bargaining Agreement. Volunteer hours are to be determined by agreement with Parkland Management Team Coordinator.