

POSITION DESCRIPTION

Instruction for Managers

1. Give a copy of Position Description with letter of offer.
2. Copy signed Position Description for the Staff Member.
3. Update the Staff File Manager.
4. Place the signed copy on the staff file.

Instruction for Staff

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This may change with the Business.
5. Keep the Manager informed if changes occur.

POSITION TITLE: FIELD OFFICER

MISSION STATEMENT / CORE BUSINESS STATEMENT

The restoration of the Winton Wetlands will be a project of scientific, cultural and environmental significance with a focus on education, research, tourism, recreational and community development. The project will be known for its wide local, region and national support.

POSITION DETAILS

Reporting to	Senior Ranger
Liases with internally	All Winton Wetlands Staff
Liases with externally	<ul style="list-style-type: none"> • Natural Resource Management Entities • Consultants and Service Providers • Local Government, State Government • Schools & Education Bodies, Community Groups, Tourism Bodies • General Public
Purpose of the Position	To assist in maintaining the Winton Wetlands reserve to enhance and improve its conservation value and ecological significance.

SELECTION CRITERIA

Essential Criteria	<ul style="list-style-type: none"> • Qualifications in Environmental Science / Conservation and Land Management or similar and/or related work experience • Qualifications including: <ul style="list-style-type: none"> ○ White Card ○ ACUP +1080 ○ Level II First Aid and current CPR training • Current Australian Driver Licence; • Strong verbal and written communication skills; • Demonstrated hands on ability to work in an operational, site specific role; • Demonstrated initiative and innovative thinking in dealing with issues in a decisive and consistent manner; • Demonstrated ability to deliver sustainable quality outcomes; • Vegetation identification skills • Independence in remote areas • Demonstrated experience in working within a multifaceted work environment • Ability to liaise with a variety of groups and individuals from diverse backgrounds and cultures • Strong attention to detail • Team and goals focused attitude
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Desirable Criteria	<ul style="list-style-type: none"> • Small Equipment or demonstrated experience (Chainsaws, mowers, brushcutters, power tools) • 4-wheel driving and recovery course • MR Truck, Skid Steer, Excavator, Tractor • GIS Mapping • Plant and weed identification skills • Experience working within an Ecotourism or natural resources organisation 	
Behaviours Required	<ol style="list-style-type: none"> 1. Teamwork 2. Customer focus 3. Solutions driven 4. Innovative 5. Honesty and Integrity 	
Key Performance Indicators	Operational	<ul style="list-style-type: none"> • Assist in the operations of the Winton Wetlands in conjunction with other staff on a daily basis. • Operate machinery, equipment and tools safely. • Represent the Winton Wetlands in a professional and respectful manner. • Provide general support to visitors
	Tourism	<ul style="list-style-type: none"> • Host tours in a professional and appropriate manner. • Collaborate with the Managers, Rangers and Restoration Scientist regarding tourism attraction projects and the general presentation of the Winton Wetlands site. • Work as part of a team to ensure projects and expectations are met.
	Conservation	<ul style="list-style-type: none"> • Work within relevant legislation and existing management plans to ensure positive environmental outcomes. • Deal with conservation issues such as weeds, invasive species, threats to wildlife, marine debris, managing threatened species, fire management and management of cultural sites daily.
	Project Management	<ul style="list-style-type: none"> • Always fulfil the requirements of each project, i.e. construction of landscapes, maintenance of site, planting of trees and construction of tourism assets. • Work under the direction of the Senior Ranger regarding which projects to undertake and within what timeframe.
	Communication	<ul style="list-style-type: none"> • Effectively communicate in a positive and articulate manner. • Ensure all communications with the media, external stakeholders and service providers are always in line with the organisation's strategic goals and timelines. • Always provide outstanding customer service.
	Workplace Health & Safety	<ul style="list-style-type: none"> • Maintain a safe and secure working environment • Maintain competencies in emergency situations • Ensure that all reasonable steps are taken to protect personal safety at work • Comply with all PPE requirements.

Tasks and Responsibilities

For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment and victimisation policies.
- Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment.
- Display a positive attitude and be an active member of the team.
- Operate under and observe all Winton Wetlands Policies and Procedures.
- Participate in the development of policies and procedures as appropriate.
- Attend and participate in all staff meetings and educational sessions as requested.
- Treat others with respect.
- Follow direction provided by senior members of the team, where authorised.
- Comply with any and all relevant PPE requirements.

For the Job

- Ability to conduct the day to day activities of an ecotourism site
- Demonstrated plant and weed identification skills
- Plan, deliver and monitor pest management programs to protect and improve native species.
- Strong time management skills
- Ability to perform manual tasks such as fencing, applying chemicals
- Demonstrate effective project management skills
- Working independently or with little supervision
- Ensure the provision of timely and customer focused services to all customers and visitors
- Clear communication skills, both verbally and in writing
- Present a consistent and positive manner, on message, and identify opportunities for assistance, funding, returnee visits and positive feedback.
- Ensure Governance, audit and all financial processes are followed, and suppliers and contractors are treated equitably and with transparency.
- Other duties as required by the Senior Ranger, Management and/or CEO

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Winton Wetlands.

Name _____

Date _____