



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



POSITION DESCRIPTION



POSITION TITLE	Land Protection Officer	CLASSIFICATION	Level Three (3) – Four (4)
DIRECTORATE	Planning, Environment and Community Services	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement
DEPARTMENT	Livability and Sustainability	REPORTS TO	Program Leader – Environment and Sustainability
POSITION NO.	63,522.00	LAST REVIEW DATE	January 2024

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairveiw, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering the majority of Council's customer-facing and frontline services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of... *Building communities through trusted customer service and creating value.*

The Liveability and Sustainability Department purpose is to ensure that Isaac's future is planned in an integrated and sustainable manner. The department's planning needs to drive and enable strong social, environmental and economic futures for the Region. It is expected to reflect the Isaac Vision and PECS Noble Purpose and be done in an engaged and collaborative way with the wider and individual communities as appropriate, the Council and its Executive, the PECS Directorate and wider organisation.

POSITION DESCRIPTION



The inclusion of the Environment and Biodiversity Team in Council's integrated planning group (i.e. Liveability and Sustainability Department) is a strategic decision which recognises the strong environmental and sustainable futures for Isaac need to be factored into any future planning for the region. The team will therefore have both an internal (organisational) and external (Region-wide and beyond) brief to influence and lead thought, strategies, programs and activities that practically and progressively protect the Region's environmental values and overall sustainability.

C. POSITION SUMMARY:

The Land Protection Officer position is responsible for assisting in the protection of Council's and the wider community's environmental, social and economic values from the impacts of invasive fauna and flora species and by the sustainable use of the Stock Route Network. This will be achieved through the coordination of controlling, mapping, monitoring and reporting of restricted and prohibited pests on the private, state and council owned and controlled land and the management of the Stock Route Network in accordance with Council's Stock Route Management plan.

The PECS Directorate is undergoing major change with the intention to drive higher levels of accountability, community capacity building, community development, service, trust and value in pursuing the Isaac Vision. This role is important to the overall change process in ensuring that the Environment and Biodiversity and Land Protection inputs to the Directorate and Council as a whole also contribute to the success of the desired cultural and structural change.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Improve Council and community participation in sustainable land management (Pest flora and fauna, and vegetation management) throughout the Isaac Region by promoting better practices through education of Best Management Practices in effective and efficient use of resources in NRM (including preparation of articles, newsletters and running of field days);
2. Conduct pest (plant and animal) monitoring, mapping and control (plants and animals) activities across multiple land tenures using technical skills and best management practices to achieve departmental outcomes;
3. Support the organisation and management of Council's vertebrate pest management programs and deliver on ground components (1080 baiting, aerial shoots and trapping) through engaging internal and external stakeholders;
4. Exercise 'Authorised Officer' delegations and responsibilities under the *Biosecurity Act 2014* and the *Stock Route Management Act 2002*, including investigations and compliance actions relevant to the Act;
5. Carry out stock route and water facility maintenance and monitoring operations in accordance with legislation and guidelines and assist in incorporation into the Stock Route Management System.

POSITION DESCRIPTION

6. Liaise with users, neighbours and stakeholders of the Stock Route Network to establish respectful relationships and promote good neighbour ethos
7. Provide assistance and guidance to the public, community and industry groups, contractors and other departments to identify and control significant state and regional weed species;
8. Support the Program Leader and Senior Environment and Sustainability Officer in collaboration with other team members to develop applications for funding to the relevant funding bodies or state department/s for infrastructure upgrades, maintenance and land management on Council controlled Stock Route Water Facilities, and project management to ensure that works and funding are completed;
9. Utilise knowledge and skills to make reasonable assessments and judgements to achieve outcomes for Council and clients of Council;
10. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the PECS Noble Purpose Enablers and values;
11. Self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
12. Undertake any other duties and special projects as required, as are reasonably within the limits of the employee's skills, competence and training.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Completion of Agricultural Chemical Distribution License or willingness to undertake as a priority on commencement of employment;
2. Possession of a general approval for authorised biosecurity and nature conservation officers under the Medicines and Poisons Act 2019 (vertebrate poisons) or willingness to undertake as a priority on commencement of employment;
3. Completion of Basic Chainsaw and Pole saw training, or willingness to undertake during first year of employment;
4. Identification of pest plant and animals and appropriate control measures and strategies;
5. Demonstrated high level animal handling, animal husbandry and management skills;
6. High level interpersonal and communication skills with particular emphasis in consultation, negotiation, influencing, conflict resolution and assertiveness;
7. Proven written communication skills including the ability to draft or contribute to reports and affidavits and take notes to aid investigations.
8. Ability to operate and travel remotely and stays away from home in Council fatigue accommodation when required by operational demands or efficiencies

Experience

1. Knowledge of Microsoft applications. Applicants may be required to undertake pre-employment testing.
2. Knowledge of rural agricultural operations and water supply/stock watering

Qualifications

Mandatory:

1. The role requires the possession of a current C Class Open Australian Drivers Licence.

POSITION DESCRIPTION



Desired:

1. Qualifications in Animal Husbandry, Pest Management or Natural Resource Management highly regarded

F. POSITION SPECIFIC REQUIREMENTS & CONDITIONS

1. Q-Fever Vaccination

G. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
 Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
 Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
 Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- Depth Perception Colour Discrimination Peripheral Vision Hearing (Avg)

Specific Actions Required:

This job may include:

- | Standing/Walking | Sitting | Driving |
|---|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs |
| <input type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs |
| <input checked="" type="checkbox"/> 6 - 8 Hrs | <input checked="" type="checkbox"/> 6 - 8 Hrs | <input checked="" type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | Attribute: | Yes | No |
|---------------|-------------------------------------|-------------------------------------|
| Chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cold | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dampness | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heights | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Repetitive Motions:

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require:

- | Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|-------------------------------------|-------------------------------------|
| Bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

H. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

POSITION DESCRIPTION



Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority/obligation that comes with their powers.

I. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

J. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good

POSITION DESCRIPTION



- c. Commitment to the system of government
- d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

K. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

L. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		



Isaac Regional Council

We're delivering in a changing world

OUR VISION

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.

OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.

OUR VALUES

COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

POSITIVE WORK ETHIC

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.