

POSITION: ENVIRONMENTAL RESTORATION OFFICER

REPORTS TO: COORDINATOR NATURAL ENVIRONMENT & RESILIENCE

ACCOUNTABLE TO: MANAGER ENVIRONMENT & SUSTAINABILITY

DIRECTORATE: CITY PLANNING

DATE REVISED: JANUARY 2025

ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

OUR GUIDING PRINCIPLES ARE:



MAKE THINGS EASY

Do the hard work to make things intuitive for me.



BE WELCOMING

Care for me as a person, not a task or a number.



BE OPEN MINDED

Listen to me and work with me to find solutions.



LOOK OUT FOR ME

Thoughtfully anticipate what will make my days go smoother.



KEEP YOUR PROMISES

Follow through on your commitments to me.

PRIMARY PURPOSE

Oversee the development and implementation of programs and projects focused on improving ecosystem health through sustainable management of the local environment. The role will require collaboration with various internal and external stakeholders with a particular emphasis on Landcare.

CORE ACCOUNTABILITIES

1. Under the guidance of the Coordinator, Natural Environment & Resilience, identify, plan for, and monitor outcomes of environmental restoration of priority areas within the Maitland LGA, ensuring alignment with Council's environmental policies and plans.
2. Oversee Council's Landcare program, including planning, communications, budgeting and reporting.

3. Manage and administer grant projects, including preparation of funding applications, acquittals of grant monies and associated reporting.
4. Supervise contractors and volunteers undertaking bushland regeneration activities on Council land.
5. Engage and collaborate with internal and external stakeholders including government agencies, landholders and the community regarding environmental restoration and Landcare activities on public and private land.
6. Deliver education and awareness initiatives and capacity building programs for the community and internal stakeholders.
7. Working with relevant Council officers from across the organisation, deliver environmental sustainability projects consistent with relevant policy and plans including the development and management of budgets.

To undertake any other duties, projects or tasks as directed by the Manager which are within the employee's skills, competence and training.

To behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

ESSENTIAL CRITERIA

1. Completion of a Diploma of Conservation and Ecosystem Management or a degree in Environmental Science, Natural Resource Management or a related field or a combination of relevant experience and/or education and training, with a particular focus on Landcare or environmental restoration.
2. Contemporary industry knowledge and demonstrated experience in the coordination and implementation of environmental restoration projects and programs.
3. Excellent verbal communication skills and experience in networking and community engagement with a diverse range of stakeholders to achieve desired outcomes.
4. Sound knowledge of local native flora and vegetation communities along with skills in the identification of key weed species.
5. Current class C driver's licence.

DESIRABLE CRITERIA

1. Demonstrated experience in the use of Geographic Information Systems (GIS) and data analysis tools relevant to environmental data.
2. Proficiency in collecting and analysing ecological monitoring data to evaluate the effectiveness of environmental restoration programs.
3. Experience in contractor management and procurement, including the ability to oversee project deliverables, negotiate contracts, and ensure compliance with project specifications and budgets.

Date:

Agreed:



Employee Name

Employee signature

