

Position Description

Weed Control Officer

Directorate	Senior Operations Manager
Location	Northern Tablelands (based in Armidale)
Classification/Grade/Band	Band 1 Level 3 (38 hours per week)
Position Code	4
Date position description approved	21 April 2021

Council overview

New England Weeds County Council is a single purpose organisation that provides services in the areas of Biosecurity management (weeds control, education, inspection and monitoring).

This position is required to assist the inspection and regulatory team to meet grant funding, regulatory and financial outcomes required by the government and the community.

Council values

Refer Councils Business Ethics Policy

Primary purpose of the position

To control priority weeds on council and private land through chemical and mechanical means

Key accountabilities

Within the area of responsibility, this role is required to:

- Plan, conduct and accurately record weed survey and control activities as directed, particularly chemical control of priority weeds on roadsides and other council land.

- To carry out direct control and eradication of priority weeds on all lands under the care and control of Council and on other land as specified.
- Assist in the supervision of casual staff and contractors as required
- Plan and undertake maintenance of Councils plant and equipment to ensure compliance with WH&S and Councils standard of maintenance.
- Ensure work health and safety requirements are undertaken in NEWA and act immediately to report, correct or control.

Key internal relationships

Who	Why
Senior Operations Manager	To plan and carry out control work on council and private land

Key external relationships

Nil

Key dimensions

Decision making

To plan maintenance works on Councils plant and equipment in consultation with supervisor
 To assist in the day to day planning for control activities with the supervisor
 To carry out chemical and mechanical control of priority weeds in a timely manner

Reports to

Senior Operations Manager

Essential requirements

Current unrestricted NSW Class C Drivers Licence
 AQF 3 Chemical users' certificate (or ability to obtain)
 Basic Computer knowledge (including GPS and GIS use)
 WHS White Card





Desired requirements

First Aid Certificate
 Implement Traffic Control Plans

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
 Resources	Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses numerical data and other information and draws conclusions based on evidence • Works with others to assess options and identify appropriate solutions
Resources Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies