



## CITY OF ALBANY POSITION DESCRIPTION TRAINEE – CONSERVATION ECOSYSTEM MANAGEMENT

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Trainee – Conservation Ecosystem Management	<pre> graph TD     A[Supervisor Natural Reserves] --&gt; B[Leading Hand - Parks]     B --&gt; C[Trainee – Conservation and Land Management]           </pre>
<b>LEVEL:</b> As per Schedule E, Miscellaneous Award	
<b>DIRECTORATE:</b> Infrastructure and Environment	
<b>REPORTS TO:</b> Leading Hand – Natural Reserves <b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

This position is responsible for working in a support role within the City of Albany to assist in the operation of the Reserves Team unit by efficiently performing various maintenance duties to present the City's natural reserves in an environmentally safe, tidy and aesthetically pleasing condition.

## **4. KEY RESPONSIBILITIES**

### **General**

- Assist to maintain to the specified standard all reserve areas as directed.
- Assist in the development of the natural reserves.
- Operate plant and equipment relevant to the development and maintenance of the units designated areas.
- Perform other duties as directed by Leading Hand – Natural Reserves.
- Perform all tasks/duties in a safe manner and promote effective teamwork and good public relations.
- Assist with the introduction and implementation of best practice work activities and continuous improvement in the Natural Reserves Team.
- Attend all face-to-face sessions and complete all assignments required to obtain a Certificate III and IV in Conservation Ecosystem Management.

### **Occupational Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with OH&S Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

## **5. REQUIREMENTS OF THE JOB**

### **Skills**

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- A demonstrated interest in conservation and land management.
- Basic oral, written and numeracy skills.
- Physical fitness capable of undertaking manual labour.
- A desire to complete training in conservation and land management.

### **Experience and Qualifications**

- Successful completion of Year 10 Secondary High School.
- 'C' Class Driver's Licence or working toward obtaining one.
- National Police Clearance
- Previous experience working in reserves management (desirable).

**6. CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Please print)*

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Manager or above) (Please print)*

DATE: \_\_\_\_\_