



PIONEER Catchment LANDCARE

Pioneer Catchment & Landcare Group Inc.

Postal address: PO Box 3181, North Mackay QLD 4740

Location: 6 Swayne St, North Mackay

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ABN 96 416 918 132

POSITION DESCRIPTION

Reef Assist Revegetation Team Leader

Pioneer Catchment & Landcare Group Inc. (PCL)

Position Title: Reef Assist Revegetation Team Leader

Location: North Mackay

Term of Employment: Fixed Term – January 2021 until 30 November 2021 (with possibility to extend)

Type of Position: Full Time, 38 hours p.w.

Remuneration and Hours

- Full-time salary range (\$877.60 to \$905.10 / week - Level 4 to Level 5; plus allowances if applicable). Level determined during recruitment, dependent upon experience and qualifications, as per the Gardening & Landscaping Services Award 2020.
- The incumbent will be expected for work five 7.6-hour days (38 hours) per week (*on the job for 08:06 continuous period daily, including a 30 minute unpaid meal break*), normally Monday to Friday of each week, with a range of working hours between 6:00 & 18:00 as seasonally required to carry out the required work.
- PCL normal office hours are between 8:00 and 17:00, and any training or non-field work will fall within this range.
- PCL will make a 9.5% superannuation contribution the fund of the incumbents' choice.
- The successful candidate will be entitled to accrue annual leave entitlements including four (4) weeks annual leave with 17.5% annual leave loading, and 10 days personal / carers leave.
- The position is temporary full-time and funded through the Queensland Government and Reef Catchments' - Reef Assist Project funds.

Organisation

Pioneer Catchment & Landcare Group Inc. (PCL) is a not-for-profit organisation, incorporated under the Associations Incorporation Act 1981. It was formed in the early 1990's as one of the first catchment groups in Queensland, and was then called Pioneer Integrated Catchment Management Association.

PCL works on NRM projects within the catchments of the Pioneer Valley, from Alligator Creek in the north to Sandy Creek in the south, and west to the top of the catchment in the Clarke Range. This area is within the Mackay Regional Council local government area.

Purpose of Position

1. To assist Pioneer Catchment & Landcare Group Inc. (PCL) with the implementation of the Reef Assist Project (RAP).
 2. To work as part of a small team to carry out with revegetation/rehabilitation activities, as directed.
- The RAP will include a range of land management activities resulting in rehabilitation, restoration and preservation of natural habitat within the catchment.
 - The successful candidate will encourage the involvement of the community and landowners / managers in natural resource management (NRM) best practice, including bush and coastal

regeneration activities; land management including native vegetation and pest management; and water quality monitoring.

Reporting Responsibilities

- The position reports directly to the PCL Coordinator on a day-to-day basis, under the authority of the PCL Management Committee.
- The Reef Assist Revegetation Team Leader will be responsible for reporting daily activities by:
 - a) Submitting accurate field work information (photos and data) via Fulcrum;
 - b) Keeping of accurate records of work undertaken on forms & worksheets, including using GPS & taking photographs;
 - c) Submitting fortnightly timesheets and work records on time, as directed.

Purpose of Position

The Reef Assist Revegetation Team Leader will be expected to follow the directions of the PCL Coordinator & Project Officer to assist in the daily operations of PCL, including leading a small team, which may include supervision of Contractors, to complete revegetation and rehabilitation works in the field. All employees of PCL have a responsibility to follow approved Safe Operating Procedures and comply with any relevant Codes of Practice.

Primary Duties and Responsibilities

1. Team and project management – the successful candidate will:
 - Independently manage project work set for the Reef Assist team, including day-to-day supervision of a FT Trainee, and sporadic management of volunteers and contractors.
 - This may include administering the requirements of the Trainee an approved registered training program (e.g. Certificate in Conservation and Land Management).
 - Participation in stakeholder/community field events and workshops;
 - Represent PCL to attend workshops, working groups and other stakeholder/partnership meetings relevant e.g. reporting to Government Agencies, statutory authorities; working with land owners to encourage their involvement and support for relevant projects undertaken by the Central Queensland Coastal Landcare Network and other NRM groups.
2. Undertake Land Management Services (on-ground bush and coastal regeneration) at various nominated sites. Activities will include:
 - Assist with weed control and revegetation maintenance, often in physically demanding and adverse environmental conditions;
 - Assist with revegetation activities including site preparation, planting native tube stock, watering, fertilizing, mulching, installing plant guards.
3. Undertake pest management activities including (but not limited to):
 - manual, mechanical and chemical control of weeds and other pest species, in line with PCL Standard Operating Procedures (SOP's) and best practice work methods.
 - The successful candidate will have the opportunity to be trained in the safe operation of:
 - motorised chemical application equipment e.g. Quikspray, splatter gun
 - Other small plant and equipment as relevant to the works e.g. brush cutters.
4. The successful candidate will ensure that all equipment and vehicles are maintained in clean, working order, and that any faults are reported to the PCL Project Officer as soon as they are aware of any issues.
5. Coordinate and independently develop a work plan to conduct field Assessments and development of individual property assessments - plans for regenerative land management practices on public and non-commercial peri-urban land. Liaise with landholders and undertake property site visits/assessments. You may be required to:
 - Investigate issues raised by property owners regarding land management activities;
 - Helping landholders to identify plants and weeds;

- Prepare land management plans;
- Ensure safe & efficient implementation of site-specific project plans.

6. Undertake other duties, as directed by the PCL Project Officer or Coordinator. These may include working with volunteers and people from diverse backgrounds; Propagation of local native plants in a plant nursery; Assisting to load and unload vehicles and trailers, move/set up materials and equipment; Maintain an accurate written record of work undertaken as directed.

Key Selection Criteria

- SC1** Demonstrated knowledge and practical experience in bush and coastal regeneration techniques; including weed control, revegetation, vegetation identification, seed collection, treatment and storage; plant propagation and knowledge of local native plant species and local environmental and declared weeds.
- SC2** Demonstrated high level written and verbal communication. Be effectively be able to liaise and negotiate in both oral and written formats, with a broad range of stakeholders.
- SC3** Interpersonal relations and customer service: Exhibit good working relationships with peers, supervisors and direct reports, wider stakeholders and the general public as part of in a small, multiskilled team.
- SC4** Exhibits a commitment to workplace attendance and working safely. Demonstrated ability to conduct/develop (or work with existing) relevant risk assessments and/or Safe Operating Procedures; and actively participate in workplace health and safety discussions and developments.
- SC5** Demonstrated ability coordinate a small team harmoniously to ensure activities and reporting are performed to set standards and within established timeframes.
- SC6** Demonstrated knowledge of the groups, organisations and industries involved in natural resource management in the Mackay Whitsunday Region.

Skills Required

- Physical ability to use (unaided), or be trained in the safe use of, a variety of hand tools and equipment such as mattocks, shovel, spray packs, whipper snipper etc;
- Current open manual drivers license (car);
- Written and verbal communication skills at a level to be able to complete reporting and comply with requirements of the position.

Desirable skills/qualifications and experience that will be highly regarded

- A current Class “C” Drivers Licence (manual vehicle);
- Unrestricted Agricultural Chemicals Distribution Act Commercial Operator’s License
- Natural Resource Management experience
- Experience with Microsoft Office Suite, Fulcrum reporting
- Working knowledge of local native plants and knowledge of local weeds as they relate to the Queensland Biosecurity Act 2014.
- Experience in the use & maintenance of a variety of small plant and equipment relevant for use in revegetation projects;
- Certificate III in Conservation & Land Management;
- Candidates with tertiary qualifications or studies in a related field (e.g., horticulture) may be considered if they can demonstrate experience or ability in the practical components of the position.

Training Offered – PCL may offer the successful candidate the opportunity to complete a First Aid Certificate and other additional training if required e.g., Chainsaw Operators Certificate.

The applicant is required to commit to undertake and complete all required qualifications and training. If the candidate terminates their employment agreement prematurely, the full cost of any training provided must be repaid to PCL by the outgoing employee.

Physical demands

- The role can be physically demanding at times. You will be required to carry out field work such as weed management, survey work and revegetation during the summer months when temperatures can be quite extreme.
- There is the risk of exposure to snakes, crocodiles and insects such as mosquitos, spiders and snakes when working in the field.
- The role may include being a passenger whilst driving long distances on sealed and unsealed roads is also a requirement of the role. Care and appropriate actions must be taken at all times by all PCL Officers, to reduce risks and ensure the safety of themselves and others.
- It is a requirement that PCL health and safety policies and procedures are followed at all times.

Other Information

- PCL is an equal opportunity employer.
- The organisation employs a **no smoking policy** in its offices and motor vehicles.
- All PCL employees are responsible for maintaining a safe, equitable and harassment free workplace.

Applications are invited to be submitted ASAP, until the position is filled. Interviews will take place from 18 January 2021 in Mackay, Queensland. Applicants must be available to attend the interview in person.

Please contact PCL Coordinator, Nichole Zahra on 0497 441 979 or coordinator@pioneercatchment.org.au with any questions.

E-mail your application to coordinator@pioneercatchment.org.au with the subject line of "RAP Application – (Position title e.g. Team Leader) – X.X. (your initials)"

Applications should include:

1. Cover letter
2. Selection criteria addressed
3. Resume (2 pages maximum) including relevant experience and the contact details for 2 business referees.

We will be shortlisting from 11 January 2021.