

**Pioneer Catchment & Landcare Group Inc.**  
**Postal address:** PO Box 3181, North Mackay QLD 4740  
**Location:** 6 Swayne St, North Mackay  
**Phone:** 07 4944 1979

ABN 96 416 918 132



## **POSITION DESCRIPTION**

**Reef Assist Revegetation Officer Trainee**  
**Pioneer Catchment & Landcare Group Inc. (PCL)**

<b>Position Title:</b>	Reef Assist Revegetation Officer Trainee
<b>Location:</b>	North Mackay
<b>Term of Employment:</b>	Fixed Term – January 2021 until 30 November 2021 (with possibility to extend)
<b>Type of Position:</b>	Full Time, 38 hours /week

### **Remuneration and Hours**

- Annual Full-time salary range of \$40,320.80 to \$43,804.80, Level 1 to Level 3 (plus allowances if applicable). Level 1-3 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 incumbent's 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 land owners / 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 Revegetation Team Leader on a day-to-day basis, under the authority of the PCL Coordinator and PCL Management Committee.
- The Reef Assist Revegetation Officer Trainee will record daily activities as follows:
  - a) assist the Reef Assist Team Leader to gather and enter field work data into Fulcrum
  - b) keep of accurate records of work undertaken on any worksheets, by taking photographs or other forms as directed;
  - c) submitting fortnightly timesheets and work records on time, as directed.

### **Primary Duties and Responsibilities:**

The PCL Revegetation Officer Trainee, will be expected to follow the directions of the Reef Assist Team Leader, and PCL Coordinator & Project Officer to assist in the daily operations of PCL. All employees of PCL have a responsibility to follow approved Safe Operating Procedures and comply with any relevant Codes of Practice.

1. Training and Development – the successful candidate will either:
  - Be currently enrolled in, or willing and able to enroll in, Certificate 3 in Conservation and Land Management (or similar) at an approved registered training organisation (TAFE QLD preferred).
  - Be registered, or intending to register, with Apprentice Network Providers (ANP's) Traineeship program working towards a relevant qualification to the position.
  - *The applicant is expected to communicate honestly with PCL and the relevant Government representatives in relation to the progress towards successful completion of requirements of any programs they are committed to.*
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 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 Reef Assist Team Leader or Coordinator as soon as they are aware of any issues.
5. Assist with 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 assist in:
  - Investigation of issues raised by property owners regarding land management issues;
  - 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 commitment to gain practical experience bush and coastal regeneration techniques, weed control, revegetation, vegetation identification, seed collection, treatment and storage; plant propagation and acquire knowledge of local native plant species and local environmental and declared weeds.
- SC2** Demonstrated communication ability: Effectively be able to communicate, in both oral and written formats, with a broad range of stakeholders.
- SC3** Interpersonal relations and customer service: Exhibit a good working relationship with peers, supervisors, stakeholders, volunteers, and the general public as part of in a small, multiskilled team.
- SC4** Dependability: Demonstrates reliability by effectively performing project tasks in a timely manner. Exhibits a commitment to workplace attendance and working safely. Demonstrated knowledge and understanding of principles and practices associated with risk assessment, workplace health and safety and commitment to their implementation
- SC5** Demonstrated enthusiasm & intention to make suitable progress towards completion of the chosen qualification (Conservation & Land Management - Certificate II or III would be highly regarded).

### **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**

- Ability or demonstrated willingness to obtain knowledge of local native plants and knowledge of local weeds as they relate to the Queensland Biosecurity Act 2014 would be advantageous.
- Experience in natural area restoration, revegetation and weed control or on conservation projects.
- Experience or willingness to learn the use & maintenance of a variety of small plant and equipment relevant for use in revegetation projects, such as of a variety of hand tools and equipment- mattocks, shovel, spray packs, whipper snipper etc.
- Tertiary qualifications or studies in a related field.

### **Training**

The successful applicant will be required to undertake training as required in order to carry out the required duties of the position e.g. Risk management, Chainsaw Operators Certificate etc.

PCL may offer the successful candidate the opportunity to complete:

- A First Aid Certificate (or willingness to obtain a certificate at commencement of employment);
- Unrestricted Agricultural Chemicals Distribution Act Commercial Operator's License

*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 including 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, and spiders when working in the field.
- The role may include being a passenger whilst driving long distances on sealed and unsealed roads. 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](mailto:coordinator@pioneercatchment.org.au) with any questions.

E-mail your application to [coordinator@pioneercatchment.org.au](mailto:coordinator@pioneercatchment.org.au) with the subject line of "RAP Application – (Position title e.g. Reveg Officer Trainee) – 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.