

# GRADUATE, BIODIVERSITY

## POSITION DESCRIPTION

Position Title:	Graduate, Biodiversity
Responsible To:	Workgroup Leader, Horticulture
Council Portfolio	City Shaping
Council Program:	City Operations
Classification Level:	Salaried Level 3

### Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

### Overview of Program

The City Operations Program ensures our city’s assets, including streets, parks and other public spaces area attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

### Key Relationships / Interactions

Internal	Cityscapes Workgroup Leader Biodiversity Leading Hand and team members Park Lands & Sustainability team Aboriginal Ranger City of Adelaide (CoA) staff members across all Portfolios, Programs and Corporate Teams
External	Federal Government (Department of Climate Change, Energy, the Environment and Water) State Government environment departments (DEW, Green Adelaide, EPA) Other Local Governments Conservation NGOs (Conservation Council SA, Nature Conservation Society, Trees for Life) Members of the public Community Volunteers Event Groups

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## Primary Purpose

As part of the City Operations Program the Graduate, Biodiversity will;

- Contribute to strengthening the organisation's and community's focus on biodiversity.
- Assist effective collaborations with internal and external stakeholders.
- Support City Operations and Park Lands Planning in delivering Council's Integrated Climate Strategy goals.
- Provide support to the Biodiversity Maintenance Team with planning of staffing and resourcing activities.
- Assist with community engagement and coordinate biodiversity projects.

## Responsibilities

The Graduate, Biodiversity is responsible for;

- Assisting with community engagement and supporting volunteer biodiversity projects.
- Contributing to the delivery and monitoring of biodiversity programs in partnership with stakeholders, including Green Adelaide.
- Undertaking biodiversity surveys and site monitoring to inform management actions.
- Assisting in the establishment and maintenance of a native seed bank and propagation program.
- Contributing to the review and implementation of Biodiversity Area Management Plans.
- Working collaboratively with Park Lands Planning, Sustainability and Design teams.
- Assisting with contractor coordination and supporting biodiversity works such as weed control, revegetation and restoration, ensuring compliance with WHS requirements.
- Contributing to the identification of external funding opportunities and supporting grant application processes.
- Supporting City Operations and Park Lands Planning in delivering biodiversity projects, grants and programs.
- Providing information and guidance on biodiversity and conservation land management to community groups, schools and the public.
- Assisting with operational risk management and implement appropriate risk controls.
- Contributing to the delivery of high-quality customer service to internal and external stakeholders.
- Supporting biodiversity outcomes align with legislative requirements, guidelines and Council policies.
- Participating in and contributing to all graduate program projects, training, and other undertakings.
- Taking an active approach to personal training and career development through and outside of the annual Performance & Development Conversations (PDC) process.

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## Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the City of Adelaide Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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## Position Criteria

<b>Qualifications</b>	A tertiary qualification in Environmental Management / Science, Biodiversity, Ecology or related field, completed within the last two years or expecting to be completed within the next six months.  Driver's Licence.	<b>Essential</b>
<b>People Management</b>	Ability to support people to develop knowledge, skills and engagement.	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Ability to understand financial responsibilities in relation to the community engagement expenses associated with projects and programs.	<b>Desirable</b>
<b>Technical Knowledge &amp; Experience</b>	Understanding of ecological science, including flora and fauna identification, habitat assessment and basic survey methods.  Awareness of relevant legislation (e.g. EPBC Act, Native Vegetation Act) and biodiversity planning processes.  Experience with revegetation, weed control, and bushland or habitat restoration is desirable.  Competence in data collection, analysis and reporting, with skills in Excel and GIS.  Clear written and verbal communication, with the ability to engage effectively with community groups, Traditional Owners, NGOs and other stakeholders.	<b>Desirable</b>
<b>Project Management</b>	Strong organisational skills, with the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Experience in researching and applying best practice principles and strategies, Ability to be adaptable and flexible. The ability to review procedures and systems and to recommend changes where appropriate. A commitment to continuous improvement.	<b>Desirable</b>
<b>Resource Management &amp; Decision Making</b>	Demonstrated high levels of initiative, accountability, organisational and time management skills and ability to work in a team environment.	<b>Desirable</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	A commitment to internal and external customers demonstrated through the provisions of timely, reliable support and guidance on matters within area of responsibility.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	Proven ability to build positive relationships with others	<b>Essential</b>
<b>Administrative Skills</b>	Sound knowledge of MS Office.	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

### Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

#### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



#### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



#### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



#### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



#### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A Working with Children Check may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

If this role is **NOT** an Office Based role, the physical demands may be different from this. The MySafety Team will assist the People Services Team to complete this section. Please advise if this is not an Office Based Role.

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

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## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.