

POSITION DESCRIPTION



TITLE	Rural Lands Officer
DEPARTMENT	Rural & Town Services
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD / LEVEL	LGEA Level 3.1 – 5.3
REPORTING OFFICER	Rural & Town Services Manager
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

Rural Services Team would like to work together with all stakeholders to implement and coordinate continuous and effective biosecurity across the Bulloo Shire.

Our Team will work to attract funding and support to all landholders as they innovate and deliver sustainable agricultural in our region.

The Rural Services Department offers liaison with landholders around agricultural topics including water agreements, property pest management plans, biosecurity and assistance with advocacy. We would like to advocate on behalf of landholders on legislative and governmental issues.

OBJECTIVES

To provide a broad range of regulatory functions both physically and administratively in the areas of Stock Route Management, Biosecurity Management and Town Common operations.

KEY RESPONSIBILITIES

Rural

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- Maintain the Department of Natural Resources (DNR) Stock Route Network Management System.
 - Liaise with Landholders on all matters Rural.
 - Provide support to Landholders on Wild Dog Management techniques (e.g. trapping, baiting).
 - Coordinate Councils aerial 1080 Baiting Programs and provide Licenced 1080 Baiting Operation to Landholders.
 - Monitor, map and treat invasive Weeds within the Shire and incursions entering the Shire.
 - Implement the requirements of Bulloo Shire Biosecurity Plan.
 - Authorise Wild Dog scalps.
 - Oversee the operation of the Town Common including pasture assessments, stocking rates, muster and NLIS system
 - Participate in training and development programs.
 - Fulfill obligations and responsibilities in relation to Councils Work, Health and Safety Policy, Code of Conduct and any other Council Policies.
 - Provide an efficient and effective Customer Services operation and to liaise with other departments operations of the Council.
 - Assist with the development of any Regional NRM strategies.
 - Perform duties within the Council's departments in a manner that constantly seeks to build and improve on your Rural Lands Officer abilities.
 - Ensure compliance of the Biosecurity Act 2014 and Stock route management act 2002 across the shire

Administration and Other Duties

- Maintain your work area in a tidy state at all times.
- To contribute to the efficient and productive operation of Council and to maintain and foster a team spirit amongst those in the working environment
- Respond appropriately to verbal and written enquiries, ensuring that correspondence and enquiries are handled promptly.
- Refer animal welfare issues to Biosecurity Qld
- Provide timely and effective customer service to all contacts via phone or face to face this encompasses staff, contractors, rate payers, business and tourists.
- Perform general administrative duties including records maintenance, filing, completion of forms, and preparation of correspondence as directed and other administrative procedures that may be identified from time to time.
- Manage own work flow efficiently, negotiating priorities for deadlines where appropriate.
- Provide accurate and efficient services utilising various software packages including word processing, spread sheeting and data input, mapping and apps such as Fulcrum and Feral Scan.
- Undertake skills training and personal development as prescribed by management in the quest for continuous improvement of overall performance
- Other suitable duties as may be directed within the scope of their knowledge and experience at this level.

Workplace Health and Safety

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- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- Sound knowledge of primary production and other land practices **(R)**
- Good problem solving and negotiation skills with the ability to deal with complaints effectively in order to gain cooperation and assistance from customers, prior to escalating **(R)**
- Demonstrated keyboard and computer operation and knowledge of Microsoft Office Suite and the ability to acquire skills to operate corporate computer applications **(R)**
- A sound level of numeracy and literacy in order to read manuals and guideline, interpret diagnostic output, carry out basic instruction and make simple reports; including the completion of daily works records **(R)**
- Sound skills in safe work practices including risk assessments and the ability to follow WH&S procedures and policies **(R)**
- Proficient in the use of PC based software including word processing, spreadsheets and relevant operating systems including mapping and apps such as Fulcrum and Feral Scan. **(R)**
- Demonstrated knowledge of the Biosecurity Act 2014, Stock route Management Act 2002 **(R)**
- Ability to recognise potential hazards that could be a risk to council employees or the general public **(R)**
- Ability to work alone with limited supervision and as required, work cooperatively as part of a team **(R)**
- Demonstrated time management skills to ensure planning and prioritizing of workload to meet deadlines **(R)**
- Ability to communicate effectively, respectfully and understand and follow written and verbal instructions **(R)**
- Ability to work cooperatively with other team members **(R)**
- Possession of a current Queensland "C" Class Driver's Licence **(R)**
- Possession of a current Agricultural Chemical Distribution Certificate (ACDC) or ability to obtain **(R)**
- Possession of a current Fluoroacetate (1080) Licence– or ability to obtain **(R)**
- Current Queensland Firearms Licence or ability to obtain **(R)**
- Possession of a General Construction Induction Card **(R)**
- Current immunisation against Hepatitis A/B; Tetanus and Q-Fever (or willingness to acquire) **(R)**
- Completed competency in quad bike operations (ACHMOM217 Operate quad bikes) **(R)**
- Current First Aid Certificate **(D)**
- Additional Qualifications and licenses in relevant field **(D)**

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
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- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
 - (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
 - (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
 - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - (3) The worker must not intentionally misuse or damage the equipment.
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