

### **Position Description**

Position Title	TEAM LEADER BUSHLAND MANAGEMENT		
Directorate	City Futures		
Department/Business Unit	Parks Services		
Team	Conservation		
Classification	Band 6		
Date	1 July 2025		

Reports to:	Coordinator Conservation		
Supervises:	Crew Leaders Bushland Management (2)		
Internal Liaison:	Team Leaders, Parks Coordinators, operational staff, staff from other Council departments.		
External Liaison:	Residents and the general Public in response to customer requests, Contractors, Service Authorities, Industry Groups and Government bodies		

### **Position Objectives**

The Team Leader of Bushland Management will oversee the day to day delivery of a range of bushland management programs across the City of Greater Dandenong's bushland reserves and natural areas including the procurement of contracted services and supervision of the Bushland Management Team and contractors.

The Team Leader Bushland Management is required to contribute to the planning and development of maintenance programs, undertake procurement and project administration. They will be accountable for the delivery of the City of Greater Dandenong's bushland management programs including weed control, revegetation, pest animal management and other natural restoration activities. They will be required to provide advice to the Coordinator Conservation on the management, protection and enhancement of bushland reserves and natural areas. The position will oversee Council's internal bushland management team and contractors.

The Team Leader Bushland Management is required to plan, develop and implement bushland management programs with the overall objective to protect and enhance the flora, fauna, habitat and other values of Council's bushland reserves and natural areas with a strong focus on efficient program delivery to a high standard.

### **Key Selection Criteria**

- Tertiary qualification in Environmental Science, Conservation Land Management or related discipline
- Several years' experience working in local government or a similar environment.
- Demonstrated experience in Conservation Land Management, with experience in contract management with high level and problem-solving skills with the capacity to inspire and support innovative thinking.
- Demonstrated understanding of contract administration, including monitoring and OH&S requirements
- Knowledge and skills in contemporary management practices, staff management, performance management, staff development, change management and business excellence.
- Highly effective interpersonal skills, incorporating verbal and written communication, listening, liaison, advocacy, facilitation skills, as well as excellence in customer service delivery.
- Demonstrated capacity to effectively manage time, establish priorities, and achieve business and team objectives, despite conflicting pressures
- Demonstrated well developed skills in oral and written communication accompanied with computer literacy skills including the MS Office suite of programs as well as applicable Engineering Services software.

As part of the Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- satisfactory (and ongoing) Working with Children's Check

### **Position Specific Responsibilities & Skills**

In this position, you are responsible for:

Functional	Support the Coordinator Conservation to lead, motivate and develop team
Functional Responsibilities	<ul> <li>Support the Coordinator Conservation to lead, motivate and develop team members.</li> <li>Lead to the planning, development and delivery of bushland management programs in line with agreed service standards which may include weed control, revegetation, pest animal management, ecological burns, nest box monitoring, seed collection and fuel reduction activities</li> <li>Coordinate ongoing preparation, review and implementation of reserve management plans</li> <li>Undertake regular monitoring of bushland reserves and natural areas, record and report on works undertaken; to inform the progress, performance and compliance against strategic objectives, reserve management plans, native vegetation offsets, maintenance agreements and grant funded projects</li> <li>The role will assist the Crew Leaders Busland Maintenance in overseeing the delivery of bushland management programs</li> <li>Work with and support the Bushland Management Team to ensure suitable resource allocation for the delivery of bushland management programs</li> <li>Lead triaging of customer requests, programming these requests amongst scheduled programs and events to ensure customer responsiveness whilst maintaining high quality outcomes.</li> <li>Undertake contract management activities as they relate to bushland management programs including contract performance monitoring, issuing works orders and corrective actions, contract administration, processing of invoices, assessment of variation claims and coordinating contract meetings.</li> <li>Assist in the preparation and development of appropriate bushland management specifications for minor works, projects and in preparation to tender large procurements</li> <li>Ensure compliance with relevant state and federal policies, guidelines and legislation including the Catchment and Land Protection Act (1994) and the Environment Protection and Biodiversity Conservation Act (1999)</li> <li>Undertake and document regular audits to ensure the Environmental Ed</li></ul>
Staff and Organisational Leadership	<ul> <li>Lead, motivate and develop the members of the Bushland Management team.</li> <li>Coordinate the work programs of staff that report to the position.</li> <li>Provide training and guidance to staff who may be assisting in the delivery of education program</li> <li>Coach, mentor and model behaviours to guide the professional development of other staff.</li> </ul>
Relationship Management	Develop and maintain positive relationships with key internal and external customers to deliver outcomes aligned to the departmental and organisation objectives as they relate to protection and enhancement of Councils bushland reserves and natural areas.

Develop and maintain a culture within the team of working across the Unit in delivering high quality bushland and conservation practices reporting issues and checking in with others. Keep up to date with legislation and ensure compliance with relevant Acts, standards and guidelines and provide relevant conservation information to internal stakeholders. Facilitate bushland management opportunities for 'friends of' groups, Tafe groups and volunteers including the provision of technical guidance, training and industry experience. Continuous Contribute to the development of processes to enhance service delivery based **Improvement** upon a continuous improvement philosophy. Innovation Support the identification of opportunities and implement outcomes for innovation through program delivery, partnerships and processes/procedures. Ensure sustainable and best practice approach to contemporary conservation and bushland management. Engage with external authorities at the service delivery level, to represent council views and aims in relation to conservation and bushland matters to ensure positive outcomes for Council. Develop and maintain effective networking relationships with appropriate organisations in the community and region and partnerships with other agencies working towards ecologically sustainable development. Provide comments and input into the development of local policies, strategies and guidelines. Ensure Council and its contractors are compliant with current OH&S and work safe practices

### **Core Organisational Capabilities**

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

### **REACH Values**

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

### **Organisational Responsibilities**

Everyone at Council has the following responsibilities and obligations:

Emergency Management	<ul> <li>Help Council fulfil its emergency management obligations by assisting in emergency management activities as required</li> </ul>
Occupational Health and Safety	<ul> <li>All employees have responsibilities to:</li> <li>Take reasonable care of their own health and safety.</li> <li>Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves.</li> <li>Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace.</li> <li>Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures.</li> <li>Participate in health and safety training programs and initiatives.</li> <li>People managers have additional responsibilities to:</li> <li>Develop, implement, promote and review Council's OHS management system within their area of responsibility.</li> </ul>

	<ul> <li>Work with Health and Safety and People and Change departments to ensure accurate and timely OHS reporting, and implementation of health and safety culture, policies, procedures, and training programs.</li> </ul>
	<ul> <li>Ensure employee compliance with relevant OHS regulatory requirements through local and corporate policies and procedures in order to provide and maintain a safe work environment, including providing training and guidance on OHS responsibilities.</li> </ul>
	<ul> <li>Monitor and review workplace environment to identify, manage and respond to any health and safety hazards and risks, including psychosocial.</li> </ul>
Child Safety	<ul> <li>Understand obligations and act in an appropriate manner with and around children</li> <li>Promote positive work practices with children</li> </ul>
	<ul> <li>Establish boundaries around acceptable and unacceptable behaviour in relation to children</li> </ul>
	Adhere to reporting obligations where there is suspected or discovered child abuse
Climate Change & Sustainability	<ul> <li>Help support Council's response to the climate emergency by helping facilitate a whole -of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.</li> </ul>
Compliance	Remain mindful of the requirements of the Victorian Charter of Human Rights at all times
	<ul> <li>Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.</li> </ul>
	<ul> <li>Perform other duties as directed within the limits of acquired skills, knowledge, and training.</li> </ul>
	<ul> <li>At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.</li> </ul>
	At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	<ul> <li>Demonstrate an understanding of and the ability to work with, diversity in the workplace, including:         <ul> <li>zero tolerance of racism and expectations that staff will act on incidents of racism</li> <li>supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.</li> </ul> </li> </ul>
Gender Equality	<ul> <li>Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures</li> </ul>

### Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

### **Vision and Hearing Requirements**

On a typical day, approximately this much time would be spent on the following activities:

	Task details (typical tasks)	Frequency (% of the working day)			
Cognitive Requirements		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy					

with respect to the work allocated to them by the supervisor  Team based work – works in a team of people and not exposed to isolation  Communicating with others – Verbally  Communicating with others - Uritten  Focused Attention to task – high levels of attention required to	
team of people and not exposed to isolation  Communicating with others –	
Verbally  Communicating with others -	
Written  Focused Attention to task –	
	$\boxtimes$
minimise errors and ensure accuracy	
Concentrating – high levels of concentration required while completing required tasks	$\boxtimes$
Planning and sequencing	$\boxtimes$
Decision making – required to exercise sound decision making while completing all aspects of the position	
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	$\boxtimes$
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope	$\boxtimes$
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope	$\boxtimes$
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position	
Emotional resilience — exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	

# **Physical Requirements**

☐ This position does not require more than 10-15% manual handling/physical exertion

		Frequency (% of the working day)			
Physical Requirements	Task detail	Rare	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures		Never	0 – 33%	34 – 66%	>00%
Sitting – stay in a seated position		ТП		П	
Standing – standing in an upright		+			
position, moving less than 3 steps					
<b>Walking</b> – In an upright position, moving more than 3 steps					
Crawling – Move on the hands & knees or by dragging the body close to the ground					
Non-manual handling					
Crouch/squat – To lower the body by					
bending forward from legs and spine, buttocks on or near the heels					
Kneeling – To lower the body					
Bending – To bend forward and down					
from the waist or the middle of the back, rounding the shoulders and back for more					
than 3 seconds  Reaching – Extending arms out in any					
direction  Twisting/trunk rotation – Rotating the					
body to one side or the other without moving the feet					
Fine manipulation/pinch grip –					
Fingers are on one side of the object and					
thumb on the other, typically without the					
object touching the palm					
Power/open hand grip – Using the					
whole hand to grasp an object, typically					
used to handle large or wide objects					
where the fingers are extended Writing/typing		+			
Climb ladders				<del>                                     </del>	
Climb or descend stairs					
		+		┼	+
<b>Low level work</b> – Performing manual handling actions at or near ground level		$\boxtimes$			
Manual Handling					
Lift/Carry/Hold – Raising or lowering an					
object from one level to another and					
holding/transporting the object using the					
hands, arms or on the shoulders					
Pushing/Pulling – Applying force to					
move something away or closer to one's self, including static positions					
Kilograms of force (kg.f) – Amount of				+	+
force or effort required to perform a					
specific task or part of a task		کا			
Weight requirements – lift, carry, put	sh, pull or hold		•	•	•
1-5kg			$\boxtimes$		
5.1 – 10kg			$\boxtimes$		
10.1 – 15kg		$\boxtimes$			
15.1 – 20kg		$\boxtimes$			
Lift floor to hip		$\boxtimes$			
Lift waist to shoulder			$\boxtimes$		
Lift overhead		$\boxtimes$			
Pushing/pulling			$\boxtimes$		

# **Band descriptors** (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

### **Accountability and Extent of Authority**

The position is directly responsible for:

• Financial transactions up to \$20,000.

The incumbent is responsible and accountable for:

- Supporting the Bushland Management Team to protect and enhance the flora, fauna, habitat and recreational values of Council's bushland reserves and natural areas with a strong focus on efficient program delivery to a high standard.
- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives.
- The effect of decisions and actions taken is usually limited to the quality or cost of the programs and projects being managed
- Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

### **Judgement and Decision-Making Skills**

Judgement and decision making will be within the following scope:

- Assisting the Coordinator to ensure staff and contractors are operating safely and delivering the required services, mainly through undertaking compliance audits.
- The objectives of the work are usually well defined but the method, technology, process or equipment to be used must be selected from a range of available alternatives.
- Guidance and advice is available from the Coordinator Conservation.

### Specialist Knowledge and Skills

The essential position requirements include:

- Knowledge of relevant Regulations, Local Laws and Council Policies.
- Knowledge in contributing to tender specifications, the evaluation process, and contract administration
- Knowledge in developing, monitoring and reporting on budgets and participate in financial decision-making within the Department.
- Skills & knowledge in bushland maintenance and conservation principles
- Strong knowledge and understanding of contract management.
- IT systems including mobile work scheduling technology.
- An understanding of the long-term goals of the Conservation Team and the wider Parks services and of the relevant policies of both the department and an appreciation of the long-term goals of the Council.

### Management & Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities and planning and organising one's own work and that of supervised employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contractor management (including OH&S).
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees' development.
- Strong verbal and written communication skills.
- · Conflict resolution skills.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees

• Communicate effectively, provide a high level of customer service at all times, deliver all correspondence in a professional manner and balance the needs of a variety of stakeholders whilst role modelling organisational values.

## **Verification & Approvals**

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			

# Appendix

# **Core Capability Framework – People Leaders**



### **Relationship Management**

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Ensures a wide range of views and opinions are encouraged and valued
- Builds strong and trusting relationships with team members and across the directorate
- Seeks to achieve outcomes that are beneficial to all stakeholders
- Demonstrates high levels of integrity and teamwork in all relationships

### **Planning & Organising**

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Ensures that team members are able to see the connections between the work of the team and the broader organisational context
- Actively engages team members in the development of realistic plans to deliver work unit priorities
- Allocates work unit resources to achieve desired results
- · Takes corrective action as required when concerns have been identified

### **People Development**

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Encourages people to undertake ongoing professional and personal development
- Uses reflection as a key tool for ongoing development and organisational improvement
- Uses transformational leadership practices to engage and grow the capabilities of team members
- Regularly gives and receives constructive feedback
- Communicates with staff in a positive and proactive manner

### **Future focused organisation**

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Monitors the broader environment to understand the impact of emerging trends on the work of the team
- Identifies changes to systems and processes that will lead to the effective implementation of organisational change initiatives
- Encourages others to recognise and value the inevitability of change in organisations
- Assists the team to adapt to a constantly changing environment by communicating change information honestly, empathetically and in a timely manner

### **Outcome orientation**

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Creates opportunities for people to come together to creatively address issues facing the team and the clients they serve
- Sets short-term goals with the team for the team to achieve agreed objectives
- Tracks progress against job expectations and makes adjustments as required
- Sets challenging goals that will deliver superior results

### Service focus

Save Date: 13-May-25

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Demonstrates commitment to quality client/customer service
- Maintains regular customer communication to ensure mutual expectations are clear
- Responds appropriately to client/customer requests and/or complaints

### **Self-management**

Demonstrates self-awareness through understanding own responses to a range of • Accepts personal responsibility for outcomes within her/his control situations as well as understanding the impact their behaviour has on others

- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards
- Acts decisively during times of ambiguity and pressure

### Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Aligns team/unit work plans with Council's vision and objectives for employee safety, health and wellbeing
- Allocates adequate resources to achieve safety, health and wellbeing initiatives and objectives
- Monitors departmental performance indicators for the continuous improvement of safety, health and wellbeing practices and culture

### Council's REACH Values

### Respectful

We respect and care about our community, each other and ourselves.

We act with integrity at all times and in all matters. We take time to listen to and seek to understand the other point of view.

We strive to understand and respect the diversity of our community and our workplace.

We understand our role in the community and respect the responsibility that comes with

### Creative

We care about getting the best outcomes.

We constantly ask: What's the future and what's possible?

We have the courage to try new ideas.

We strive for excellence in everything we do.

### **Engaged**

We listen to our community and respond.

We work together with our community and each other, to achieve the best outcome.

We have the confidence to challenge the status quo, to reach for better outcomes.

We are action-oriented in identifying and responding to new challenges.

#### Honest

We tell the truth, even when we know people may not want to hear it.

We form our opinions and give advice from sound, evidence based research.

We act with humility and apply the highest standards of ethical behaviour to everything we do.

Save Date: 13-May-25

### **Accountable**

We are proud of our city, our community and our achievements.

We spend our time and effort on solutions rather than looking for someone to blame.

We take responsibility for our actions.

