

# POSITION DESCRIPTION



**M:** PO Box 733, BENDIGO 3552  
**A:** 15 Hopetoun Street, Bendigo  
**P:** (03) 5434 6000  
**W:** [www.bendigo.vic.gov.au](http://www.bendigo.vic.gov.au)

<b>POSITION TITLE &amp; NUMBER:</b>	Senior Biodiversity Officer (#195)
<b>EMPLOYMENT STATUS:</b>	Full time (flexible working conditions negotiable), Ongoing
<b>CLASSIFICATION:</b>	Band 7
<b>FULL TIME SALARY RANGE:</b>	\$94,102 - \$105,292 plus superannuation
<b>UNIT:</b>	Climate Change and Environment

## THE CITY

The vision for Greater Bendigo is “Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future”. As the Council we work in partnership with our community to move toward this vision.

As an organisation we aspire to be a values driven, be a flexible employer, embrace diversity, have generous leave provisions, encourage staff training and development and provide a supportive, team orientated work place. Further information is found at [www.bendigo.vic.gov.au](http://www.bendigo.vic.gov.au)

## THE UNIT

The Climate Change and Environment Unit takes a leadership role in ensuring the City delivers upon its integrated sustainability policies, strategies, projects, programs and infrastructure across the organisation and in partnership with government agencies, Traditional Owners and the wider community. This includes fulfilling the new climate change principle under the Local Government Act 2020.

Key drivers, policies and strategies guiding this work include:

- Greater Bendigo Council Plan
- Greater Bendigo Climate Change and Environment Strategy
- Council’s Climate and Biodiversity Breakdown Resolution
- Greening Greater Bendigo
- Reimagining Bendigo Creek
- Circular Economy and Zero Waste Policy
- Water Sensitive Bendigo
- A stronger Greater Bendigo: Economic Development Strategy
- Greater Bendigo Health and Wellbeing Plan
- Greater Bendigo Food Systems Strategy
- Greater Bendigo Public Space Plan

## POSITION OBJECTIVE

- Lead the City of Greater Bendigo’s (the City) response to biodiversity breakdown by setting a progressive direction to regenerate the regional landscape and assist in climate change mitigation and adaptation activities.
- Work in partnership with internal and external stakeholders to establish a biodiversity baseline and translate findings into projects and programs that reverse the trend of biodiversity decline.
- Develop and implement policies, programs and projects to protect, monitor and restore biodiversity.

### Our Values & Behaviours



## KEY RESPONSIBILITIES AND DUTIES

- Lead the development and implementation of a biodiversity strategy and monitoring program for the City.
- Lead and coordinate biodiversity and natural environment programs, policies and projects.
- Develop and maintain strong and productive partnerships with external stakeholders including other agencies, Traditional Owners and community groups to achieve biodiversity outcomes for the City.
- Engage with other Council units to embed protection and enhancement of biodiversity into Council projects, programs and processes, including through participation in committees and working groups.
- Prepare funding applications and advocacy submissions .
- Undertake or oversee monitoring, evaluation and reporting activities, including biodiversity condition and trend assessments Support the implementation of the Climate Change and Environment Strategy, Greening Greater Bendigo, Reimagining Bendigo Creek and other relevant strategies.
- Represent the City of Greater Bendigo at various forums and committees related to the natural environment and biodiversity.

## SKILLS AND ATTRIBUTES

Technical/specialist skills:	<ul style="list-style-type: none"> <li>• Understanding of landscape scale biodiversity and restoration ecology</li> <li>• Understanding of state and federal legislation and policies relevant to biodiversity and the natural environment</li> <li>• Skills in stakeholder and community engagement and partnership development</li> <li>• Skills in project management, including managing project budgets and timelines</li> <li>• Proficiency in the application of science-based biodiversity approaches in the search for solutions to new problems and opportunities</li> </ul>
Personal attributes:	<ul style="list-style-type: none"> <li>• Ability to work with others and contribute to a team</li> <li>• Strategic thinking, critical analysis and problem solving</li> <li>• Strong self-awareness and empathy for others</li> <li>• Strong communication and influencing skills</li> <li>• Ability to build and maintain relationships and networks with diverse internal and external clients</li> </ul>

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Climate Change and Environment
Supervises:	Nil
Internal Liaisons:	Staff members, Managers and other City employees. Key partner units across the organisation including Parks and Open Space, Strategic Planning, Statutory Planning, Community Partnerships, Engineering, Works and Active and Healthy Lifestyles.
External Liaisons:	Government Agencies including: Department of Environment, Land, Water and Planning; Parks Victoria; North Central Catchment Management and others. Traditional Owners: Dja Dja Wurrung and Taungurung Local Governments – neighbouring and across the State Community Groups and Council’s Sustainability and Environment Advisory Committee

## ADDITIONAL INFORMATION

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- A satisfactory Police Record Check and evidence of Covid-19 vaccination status is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

## QUALIFICATIONS

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- Degree or Diploma qualification with several years of subsequent relevant experience in Ecology, Environmental Management, Natural Resources Management, or similar discipline or substantial relevant experience in biodiversity strategy and policy development.

## KEY SELECTION CRITERIA

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- Demonstrated experience preparing and implementing landscape scale biodiversity strategies, plans, policies and monitoring programs.
- Demonstrated understanding of effective community and stakeholder engagement principles and experience building partnerships and working collaboratively with community groups, Aboriginal organisations and government agencies.
- Demonstrated knowledge and experience in undertaking monitoring, evaluating and reporting on biodiversity condition and trends, especially at a landscape scale.
- Demonstrated understanding of the legislative and policy context influencing biodiversity and conservation outcomes and their relevance to local government.
- Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence.
- An effective team member with the ability to work collaboratively with others.
- Excellent project management skills with the ability to oversee consultants, manage consultation and engagement processes and deliver projects within specified timeframes and budgets.

## BAND 7 CLASSIFICATION DESCRIPTORS

### ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. 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.
- Responsible for providing specialist advice and to regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Input into policy development and formulation within the area of expertise, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

### JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. Ability to problem solve using the application of these established techniques to new situations and ability to recognise when these established techniques are not appropriate.
- Requirement to identify and analysis an unspecified range of options before a recommendation can be made into policy formulation.
- Guidance is not always available within the organisation.

### SPECIALIST SKILLS & KNOWLEDGE:

- Experience in biodiversity and nature conservation and policy development.
- Require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.

### MANAGEMENT SKILLS:

- Supervise and provide guidance and support to staff.
- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.
- Contribute to the development and implementation of long term staffing strategies.

### INTERPERSONAL SKILLS:

- Ability to demonstrate, display and promote the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- High level written and oral communication skills.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other City employees to resolve intra-organisational problems.
- Ability and commitment to maintain confidentiality at all times.