

Position Statement



POSITION TITLE	Natural Area Projects Officer
POSITION NUMBER	80049, 80411, 80502, 80880, 80902, 80903, 81342, 81339, 81340, 80341, 90828, 90829, 90982, 91076, 91077
REPORTS TO	Natural Area Projects and Fire Mitigation Site Supervisor
CLUSTER	Built and Natural Assets
DEPARTMENT	City Works
TEAM	City Presentation
CAPABILITY PROFILE	Team Member
PAY BAND	A
CLASSIFICATION AND SALARY TABLE	Outdoor 35 hours
AWARD BAND AND LEVEL	Operational Band 1, Level 2
EFFECTIVE DATE	September 2026

ROLE PURPOSE

The Natural Area Projects Officer is responsible for undertaking natural area projects including bush regeneration, fire mitigation and revegetation works across Lake Macquarie. The incumbent must carry out these works with a strong focus on the safety, effectiveness and efficiency of the Natural Area Projects Team.

Roles may evolve and change over time, in line with the changing strategic and operational requirements of the organisation to deliver quality services to our community.

CORE ACCOUNTABILITIES

1. Model behaviours consistent with Council values.
2. Perform manual tasks contributing to the delivery of our natural area projects (including Bush Regeneration and Fire Mitigation works). Duties may include but are not limited to planting, weed management, brush cutting, asset protection zone maintenance, hazard reduction preparation, erosion control, and environmental surveys/monitoring.
3. Assist in the implementation of integrated weed control techniques, including hand removal, mechanical removal and chemical application.
4. Safely and competently operate plant and equipment including brush cutters, blowers, augers, ride on mowers, as necessary.
5. Work effectively and responsibly in high conservation and culturally significant areas including areas with compromised vegetation.
6. Capability to work independently as part of a team.
7. Ensure a high level of customer service in all dealings with internal and external customers and other stakeholders.
8. Actively participate in team meetings, toolbox talks and any other meetings as directed.
9. Demonstrate a commitment to ongoing improvement in operations.
10. Timely and accurate completion of administration relating to the position, team or department, or as directed.

The incumbent is required to undertake other duties, projects or tasks as directed, which are within their skills, competence and training, and undertake job-specific training and development. Consultation will occur as part of this process.

ESSENTIAL CRITERIA

1. Possess a minimum Certificate II Conservation and Ecosystem/Conservation Management, or similar qualification, or relevant industry experience.
2. Demonstrated experience in practical conservation and land management activities.
3. Demonstrated understanding and knowledge of local plant communities and integrated weed management techniques, including hand or mechanical removal.
4. Demonstrated understanding of chemical application and vegetation management techniques.
5. Demonstrated understanding of fire mitigation and associated risk management principles.
6. Ability to work safely and efficiently with minimal supervision and within a team.
7. Good communication and problem-solving skills.
8. Competent numeracy, literacy and computer skills.
9. Current C Class Drivers Licence.

DESIRABLE CRITERIA

1. ChemCert accreditation AQF3 or higher.
2. Basic firefighting training including the safe use of fire extinguishers.
3. Current first aid certificate or first aid awareness.
4. Chainsaw Maintenance and Operation qualification or equivalent.
5. Proven ability to work successfully with community groups and volunteers.
6. Demonstrated Experience in reading/using maps and GIS systems.

CONDITIONS OF SERVICE

Our values: *shaping our future, leading at all levels, and working together*, reflect the culture of our organisation. They are the 'glue' that brings us all together in achieving our Council and community goals. Employees are expected to support, and feel supported by, our shared values.

Council is committed to making diversity, equity and inclusion a part of everything we do. We strive for a welcoming and inclusive workplace for everyone, including Aboriginal and Torres Strait Islander people, people who identify as LGBTQIA+, people of all genders and ages, people with a disability and people from culturally and linguistically diverse backgrounds.

Council's Capability Framework applies to all positions, and sets out the behaviours we expect from our people. The details of each profile are available on Council's intranet.

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined in the letter of offer.

EMPLOYEE NAME	
SIGNATURE	
DATE	