

## Volunteer Position Description

<b>Position Title</b>	Environment Volunteer
<b>Directorate</b>	Planning and Environment
<b>Department</b>	Strategic Planning and Environment
<b>Unit</b>	Environment
<b>Location</b>	All office work will be located in Gisborne. Field work may be located in various locations throughout the shire.
<b>Date</b>	September 2017
<b>Volunteer - Print Name</b>	Signature

## Position Objective

- To provide an opportunity for people to gain an understanding of, and experience in, a range of natural environment and sustainability programs and activities.
- To provide an opportunity to contribute to the enhancement of environmental outcomes for the community.
- To provide an opportunity to engage the community in meaningful volunteering activities.

## Organisational Values

Macedon Ranges Shire Council is committed to an organisational philosophy in which respect, care, honesty & openness are core values & responsibility, accountability and confidentiality are aspired to at all times.

## Key Responsibilities and Duties

Volunteers may assist with the following activities:

- Flora surveys in bushland reserves and / or on roadsides
- Roadside weed audits
- The preparation of communications materials such as brochures, posters, flyers and eNewsletter articles
- Fauna monitoring activities such as nest box and remote camera installations, bird surveys and frog surveys
- Customer service at stalls and community events
- The implementation of other environment related tasks.

## Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure colleagues follow safe work practices, procedures, instructions and rules at all times and report potential breaches.

- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times.
- Ensure that identified risks are reported to line managers, Council staff and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.

## Organisational Relationships

<b>Supervised by</b>	Coordinator Environment
<b>Supervises</b>	N/A
<b>Internal Contacts</b>	Strategic Planning and Environment Staff
<b>External Contacts</b>	N/A

## Accountability and Extent of Authority

- Accountable for supporting the Environment Unit to implement natural environment and sustainability projects and programs
- Accountable for occupational health and safety, including in the field

## Judgement and Decision Making

- Guidance and advice always available

## Specialist Knowledge and Skills

Macedon Ranges Shire Council will engage with volunteers to best utilise their knowledge and skills in the course of their duties. Volunteers may possess the following:

- Knowledge of natural environment and sustainability issues, techniques and processes
- Native and introduced flora identification skills
- Knowledge of biodiversity monitoring and evaluation techniques

- Demonstrated ability to use relevant computer programs including Microsoft Office software and the ability to become familiar with Council's software packages as required
- Excellent written and verbal communication skills, including capacity to interact with other Council staff

## **Interpersonal Skills**

- High level of integrity and sense of responsibility
- Ability to work successfully in a team environment.
- Excellent verbal and written communication skills
- Ability to interact with the public and provide accurate information in a courteous manner
- Demonstrated initiative and self-motivational qualities

## **Selection Criteria**

1. Qualifications in natural resources management or sustainability and/or an interest to further skills in this area.
2. Native and introduced flora identification skills as relevant.
3. Knowledge of sustainability principles as relevant.
4. Good verbal and written communication skills.
5. Knowledge of OH&S as it relates to natural resource management
6. Current Victorian Drivers licence is preferred.
7. Willingness to undertake National Police Check.

## **Conditions of Volunteering**

The Macedon Ranges Shire Council Code of Conduct applies to all staff and volunteers alike. Volunteers should familiarise themselves with this Code and ensure its provisions are observed and adhered to.

## **Additional Information**

While you are assisting Macedon Ranges Shire Council in the above mentioned activities you will be covered for Public Liability Insurance.

While acting as a Volunteer, a limited personal accident insurance cover will be affected by Council subject to the terms and conditions of the Local Government

Personal Accident and Corporate Travel Insurance Policy. A copy is available to view on request.

Should any injury occur while acting as a Volunteer of Council you must notify your supervisor immediately or as soon as is practicable.

Any incident which occurs, in which injury or property damage to other parties may arise, must be reported immediately or as soon as is practicable to your supervisor.

Under the terms of the Occupational Health and Safety Act 2004 and Occupational Health and Safety Regulations 2017, you must follow all established practices, procedures and instructions of Council which apply to the task you have volunteered to perform.