



# Applicant Information Pack

Position: NRM Officer  
Date: November 2023

## Contents

Application Form – NRM Officer .....	2
Pre-Employment Health Disclosure Form .....	3
Position Description .....	5
Recruitment and Selection Information.....	7

# Application Form – NRM Officer



<b>Surname</b>	<b>Given Names</b>
<b>Address</b>	
<b>Email</b>	<b>Preferred Phone</b>
<b>Working Rights</b>	
Australian Resident    Y or N	VISA Expiry Date:
	VISA Number:
<b>Referees</b> <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
<b>Application Checklist</b>	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed    Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
<b>Declaration by Applicant</b> <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
Signature _____	Print Name _____
Date _____	

# Pre-Employment Health Disclosure Form

## NRM Officer



October 2023

### Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

### Position Risks

The below risks have been identified for the above mentioned role.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard          |
| <input checked="" type="checkbox"/> Working under pressure                       | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input type="checkbox"/> Standing for extended period (1.5 + hours)              | <input checked="" type="checkbox"/> Driving                                   |
| <input checked="" type="checkbox"/> Lifting less than 20kg                       | <input type="checkbox"/> Lifting 20-35kg                                      |
| <input type="checkbox"/> Lifting more than 35kg                                  | <input checked="" type="checkbox"/> Climbing ladders                          |
| <input checked="" type="checkbox"/> Working at heights (greater than 2 metres)   | <input checked="" type="checkbox"/> Sun exposure                              |
| <input checked="" type="checkbox"/> Dust exposure                                | <input checked="" type="checkbox"/> Noise exposure                            |
| <input checked="" type="checkbox"/> Walking uneven surfaces                      |   |

### Disclosure

<b>Print Name</b>		
<b>Date Completed</b>		
<b>Item</b>	<b>Date</b>	<b>Details</b> <i>(Name injury/illness/medication, impact, treatment)</i>
<b>Illnesses</b> <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<b>Injuries</b> <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i>		
<b>Current Medications</b> <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i>		
<b>Past Workers Compensation</b> <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i>		

Note: add additional pages to this if required.

#### **Declaration and Authorisation**

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<b>Print Name</b>	
<b>Signature</b>	

## Position Description

### Natural Resource Management (NRM) Officer

Band 3

Enterprise Bargaining Agreement

Planning & Development

Triabunna

May 2023



### PRIMARY OBJECTIVE

To coordinate and promote natural resources management (NRM) and climate resilience for both Council and its community.

### ORGANISATIONAL RELATIONSHIPS

Reports to the Director Planning & Development.

The position has nil direct reports.

### KEY ACCOUNTABILITIES/CHALLENGES

- Embed NRM principles and practices through collaborative working relationships across Council and with the Community.
- Deal with sensitive, complex matters appropriately and confidentially.

### PRIMARY RESPONSIBILITIES

- Design and implement NRM programs and projects for both the community and Council operations with experience in areas such as biodiversity, energy, water, and climate resilience.
- Collaborate with key relevant departments to embed resilience and environmental sustainability principles into Council policies and projects identified in Council's Strategic Plan and its adopted Natural Resources Management (NRM) and Climate Resilience Strategy.
- Seek and manage alternative sources of funding through grant programs.
- Work across Council departments, inter-agencies, and stakeholder groups to report on project progress and action plans.
- Engage with stakeholders and lead community meetings, workshops and seminars as it relates to environmental matters.
- Develop and ongoing review of Council's sustainability education and communication material.
- Lead and develop networks, partnerships and advocacy mechanisms with key stakeholders within the public and private sectors, to help facilitate the implementation of projects and programs.
- Provide advice and direction to existing volunteer groups on weed management and revegetation projects.

- Actively seek new ideas and innovations in the delivery of projects and services and work collaboratively to realise these.
- Undertake community education and compliance (routine and complaints) of relevant environmental Legislation including being council's authorised Weed Management.

### **ALL STAFF RESPONSIBILITIES**

- Ensure that safety and risk is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

### **QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)**

1. A relevant degree in natural resources management, environmental sciences, coastal management, sustainability or equivalent qualification in a related field and relevant experience or a lesser qualification with substantial experience.
2. Knowledge and understanding of contemporary approaches in the preparation of park management plans, catchment management plans, natural resource management strategies and policies.
3. Ability to develop partnerships with the community, internal and external stakeholders, and other governmental agencies in the delivery of environmental and sustainability projects.
4. Appreciation and knowledge of the range of values and uses of bushland, coastal and riparian reserves, including Aboriginal heritage and historic values, hydrological values, geodiversity, biodiversity and the spectrum of recreational values.
5. Sound knowledge of, and past experience working with key environmental planning and policy/legislation relevant to natural resource management.
6. A current vehicle drivers licence and a working with vulnerable people registration and a commitment to maintaining both of these.

# Recruitment and Selection Information

November 2023



The role is being offered on an ongoing basis between 20-25 hours per week. Applicants should set out in their application how they would like to work their hours, together with the remuneration (base rate) they believe the role and their knowledge, skills and experience are worth. Council has attractive superannuation arrangements at 17.5% of ordinary earnings.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received, they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to Kristy Scott [kristy@skahrsolutions.com.au](mailto:kristy@skahrsolutions.com.au) with the subject header of Application: NRM Officer.

Application will be reviewed on a weekly basis until an appointment is made.