

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Conservation and Land Management Trainee
<b>LOCATION:</b>	Multiple
<b>REPORTING TO:</b>	Project Development Manager
<b>DEPARTMENT:</b>	Projects/Programs

## PURPOSE STATEMENT

Under the guidance of the Project Development Manager, the primary purpose of this position is to ensure that conservation works as per project plan are carried out.

## OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

## OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

## OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

## REPORTING

This position reports to the Project Development Manager

## PRIMARY DUTIES

- Assist in the implementation of daily operations in community areas, in accordance with the respective project plans;
- Assist with bushland restoration programs including pest and weed control, planting, propagation and processing, and restoration monitoring;
- Assist with operational tasks related to bushland & landscaped areas;
- Assist in propagation and production of plant collections;
- Use and maintain horticultural and other related equipment and machinery as required, after completing required training;
- Attend and complete requirements of approved registered training organization;
- Assist with other general duties associated in Conservation Land Management;
- Actively contributes to improving teamwork;
- Operates in accordance with BUSY's policies and relevant legislation including Occupational Health and Safety and Equal Employment Opportunity;
- Undertakes other duties as directed;
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure;
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

## KNOWLEDGE, SKILLS & EXPERIENCE

- Self-motivated with a demonstrated enthusiastic approach to day-to-day project operations;
- Keen to follow instructions of Project Supervisor;
- Strong organisational and time management skills;
- Good communication skills and an approachable demeanor;
- Positive approach to a performance oriented culture, continuous improvement and changing work environment;
- Ability to work as part of a team;
- Ability to operate in a highly ethical manner;
- Ability to undertake training as and when required by BUSY;
- Desire to be part of a growing, high achieving, successful service organisation.

## WORK REQUIREMENTS

- Demonstrated ability to follow instructions;
- Demonstrated interest in and knowledge of land management and conservation. (Provide details in your application of any practical experience you have gained through school or as a volunteer etc.);
- Strong work ethic with a willingness and ability to perform physical work year round in an outdoor team environment;
- Knowledge of and enthusiasm for flora and fauna.

## QUALIFICATIONS

N/A

## KEY DIMENSIONS

Key dimensions required within the role, e.g. adaptability, building a successful team, building customer loyalty.

- Managing work/time
- Communication
- Work standards
- Follow-Up



- Client focus
- Accuracy

## WORKING RELATIONSHIPS

N/A

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_