



Redland City Council Position Description

Date Created	24 JANUARY 2006
Date Amended	5 February 2024
Probation Period	3 months
Related Positions	
Authority Level Approval	Group Manager
Established Position	Yes

Position Title	Senior Extension Officer - Wildlife
Position Number	200782
Award	Queensland Local Government Industry Award - State 2017 and applicable Division(s)
EB Agreement	Officers' Certified Agreement
Applicable Agreement/s	
Salary Level	4
Position Employment Type	Permanent
Attendance Type	Full time
Department / Group	Community and Customer Services / Environment and Regulation
Unit / Team	Environment and Education / Office of SM Environment and Education
Standard Hours	36.25
Medical Classification	B - Completion of a Medical Questionnaire and a Physical Assessment

PRIMARY PURPOSE

The Senior Extension Officer - Wildlife provides leadership, coordination and implementation of wildlife management programs to achieve:

- sound wildlife management including technical advice and programs
- provision and guidance of wildlife rescue services
- a high level of community understanding and appreciation of wildlife (including human-wildlife interactions) in the Redlands

STATUTORY REQUIREMENTS AND CORPORATE REQUIREMENTS

All aspects of this position will be performed by the incumbent to:

- satisfy all relevant statutory obligations,
- satisfy public sector ethical standards, and Redland City Council (RCC) codes of conduct and values,
- comply with the Information Privacy Principles of the Information Privacy Act 2009,
- contribute to and support the achievement of Redland City Council's Corporate Plan,
- align with authorised RCC policies, guidelines, and procedures,
- support and contribute to customer service that satisfies the RCC Customer Charter, and
- protect the safety of self and other workers through safe work practices as detailed in the Workplace Health and Safety Responsibilities Procedure and associated statements.

For staff who create or receive corporate/business documents (including e-mail), it is a requirement that these documents be registered into the relevant corporate recordkeeping system/s in accordance with approved Policy and Procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader – Environmental Extension Programs

Supervises: Extension Officer - Wildlife and is responsible for the outcomes of 20 volunteer staff

DELEGATIONS

As described in the Delegations Register.

Key Accountabilities		
1	Provide a high level of technical advice and conduct research and surveys, including in the field on wildlife issues to contribute to robust policy development and decision making to achieve sustainable management of wildlife planning of natural areas in Redland City.	40%
2	Coordinate, develop, deliver and review wildlife education and management programs to increase awareness and understanding of wildlife issues in the community. This will include the supervision of an extension officer.	20%
3	Provide training to staff across council and to volunteers to ensure a quality service to the community in all aspects of wildlife management.	20%
4	Develop and monitor the operational budget on a daily basis and provide detailed costing to support the annual budget process. This will include active pursuit of funding opportunities to extend programs.	10%
5	Support the achievement of a team-based approach in meeting deadlines and performance indicators.	10%

Selection Criteria

1	Demonstrated technical knowledge and experience in natural area management and planning with an emphasis on wildlife assessment and management. Extensive field experience and knowledge of wildlife assessment.	30%
2	Substantial achievement in the development and delivery of educational and interpretation programs in wildlife management.	15%
3	Highly developed project management skills in relation to the completion of projects in a timely manner, the development of new programs, completion of reports, program assessment and review, and the ability to manage a budget at team level.	15%
4	Proven track record in liaison, negotiation, conflict resolution and people management in volunteer programs and in the management of staff as well as the ability to build relationships with a range of clients.	10%
5	High level of communication skills as evidenced through the provision of training and written and oral skills in a range of genre.	10%
6	A sound working knowledge of state legislation and its application to all aspects of willdlife management.	10%
7	Ability to work in a team environment as well as be independently motivated.	10%

Mandatory Criteria

C class drivers licence

Criminal History check prior to appointment

Desirable Criteria

Tertiary qualifications in wildlife management, conservation, environmental science or similar, or commensurate experience

Authorities

This position description meets the capability requirements of the position.

**People and Culture Officer / Executive Group
Manager, People, Culture & Org Performance**

Date:.....

**Group/General Manager/
Chief Executive Officer:.....**

Date:.....