

POSITION DESCRIPTION		
	Position Title:	Weeds Education Officer
	Position Number:	T00724
	Directorate:	EPS
	Service:	Environmental Living
	Location:	Katoomba Works Depot, South Street
	Position Classification:	Band 6
	Date Created/Updated	22.7.26

POSITION PURPOSE/OBJECTIVE

The Weed Education Officer is responsible for developing and delivering a coordinated weed education program that builds community and organisational awareness, capability and compliance with biosecurity legislation. The role supports improved weed management and compliance outcomes across the Blue Mountains LGA by providing targeted outreach, practical guidance and clear communication aligned with Council's biosecurity and biodiversity priorities.

RELATIONSHIPS

Reports to (<i>Position Title</i>):	Principal Weeds Compliance
Report to (<i>Position Number</i>):	P00401
Staff Responsibility:	Nil
Key Internal Relationships:	EPS Directorate
Key External Relationships:	Department of Primary Industry and Rural Development Greater Sydney Local Land Services Education institutes (TAFE) Other Local Councils Community members

KEY RESPONSIBILITIES

- Develop and implement a strategic weed education and communications work plan to deliver a coordinated and targeted weed education program aligned with Council's biosecurity and biodiversity priorities.
- Plan, design and facilitate community education initiatives, including workshops, field days and presentations, building community capacity in weed identification,

integrated weed management practices, and legislative responsibilities including the General Biosecurity Duty under NSW biosecurity legislation.

- Coordinate and contribute to communication materials and campaigns, including website content, social media, promotional resources and media releases, ensuring accurate and consistent messaging regarding weed risks, Council programs and biosecurity responsibilities.
- Prepare weed education and engagement resources, materials, reports, publications and other correspondence for Council staff and the community.
- Deliver targeted outreach and advisory services to landowners and land managers in strategically significant areas, supporting improved on-ground weed management.
- Provide practical and technical support to Weeds Compliance staff, including attending private property inspections and assisting with weed management plans where required.
- Respond to community weed enquiries, triaging requests and coordinating follow-up with the Weeds Compliance team as required.
- Deliver internal education and communications, ensuring Council staff are informed about emerging weeds, priority species and relevant legislative obligations.
- Work collaboratively with Council teams (including Bushcare) and external stakeholders to align education initiatives with on-ground biodiversity and conservation programs.
- Monitor and report on program outcomes and participation, identifying opportunities to improve delivery and effectiveness.

Guiding Principles

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused & we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community.

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal

protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition, you are required at all times to comply with Council's Asbestos Management Plan and Policy.

Compliance & Risk

You are responsible for ensuring that you conduct your risk management responsibilities as described in council's Enterprise Risk Management (ERM) Policy and Procedure (the ERM Framework) with the goal of ensuring that potential issues are identified and reported in a timely manner.

In undertaking your work should you identify contaminated land or potentially contaminated land, including but not limited to Asbestos contamination you are required to notify your supervisor immediately.

COMMUNICATION

This position requires high-level communication skills to translate complex environmental legislation and botanical information into accessible language. You develop a broad suite of outreach tools, including digital campaigns, print media, and educational resources and provide authoritative advice via phone, email, and in-person consultations. Additionally, you will deliver presentations and grassroots community engagement for a wide range of stakeholders including the general public and Council staff.

JUDGEMENT & PROBLEM SOLVING

The position will be required to exercise judgement when assessing community needs and determining the most effective communication strategies to overcome barriers to weed management compliance. While following established procedures and communication plans, the Officer will also develop new educational initiatives to address emerging biosecurity threats. Responses to public enquiry may require research and problem solving to identify appropriate options.

AUTHORITY

Limited authority. Operating in a specialized advisory capacity, this position delivers targeted education and training to both the community and Council personnel. The Officer serves as an authorized representative of Council, managing program delivery and providing expert responses to public and participant enquiries.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

- Qualifications and/or demonstrated experience in Communications, Education, Community Engagement, Conservation and Land Management, or a related field.
- Demonstrated experience developing, delivering and evaluating community education and engagement projects preferably in the natural resource management settings.

- Highly developed verbal and written communication skills, including the ability to prepare educational resources and deliver presentations, workshops and community engagement activities to a diverse range of audiences.
- Knowledge, understanding and experience in weed identification and management in the Blue Mountains.
- Strong customer service skills and the ability to effectively engage with landholders, community members and other stakeholders, including managing challenging conversations where required.
- Demonstrated experience in office administration, including record-keeping and database management.
- Proven organisational skills and ability to set priorities and work under pressure to achieve set deadlines.
- Willing to undergo Working with Children Check.
- A current Class C Driver's License (Essential)

DESIRABLE

- Knowledge and understanding of the NSW Biosecurity Act 2015 or capacity to gain such knowledge.
- Experience using digital design and content creation platforms to develop educational resources, social media content and communication materials.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Weeds Education Officer		
Responsible Manager/Supervisor:	Principal Weeds Compliance		
Signature:		Date:	22.7.26

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level		Rating
	No Exposure		0
	Low Exposure (0 – 2hrs daily)		1
	Medium Exposure (2 – 4hrs daily)		2
	High Exposure (4 – 8hrs daily)		3

PHYSICAL REQUIREMENTS									
Heavy Manual Tasks	1	Pushing loads > 5kgs	1	Frequent bending/ stooping	1	Sitting for extended periods	3		
Light Manual Tasks	2	Pulling loads >5kgs	1	Repetitive Lifting	1	Standing for extended periods	3		
Trunk Twisting	1	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	1		
Climbing to access/ exit excavations	0	Throwing	1	Walking on uneven ground	1	Walking for extended periods	1		
Balancing	1	Crawling	1	Hearing above background noise	1	Depth Perception	2		
Colour Vision	3	Fine Manipulation	1	Shoveling/Digging	1				
WORKING CONDITIONS									
PHYSICAL									
Inside Work	3	Outside Work	2	High Temperatures > 38deg	1	Low Temperatures < 3 deg	1		
Operating Machinery	1	Working Near Machinery	1	Working at Heights	1	Noisy Work Areas	1		
Vibration	1	Confined Spaces	1	Prolonged Driving (periods > 2hours)	1	Working Alone	3		
Overhead Work	0	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	3		
CHEMICALS					BIOLOGICAL				
Dusts	1	Liquids	1	Pesticide Spraying	1	Herbicide Spraying	1		
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	1	Possible exposure to Tetanus	1		
Gases/ Vapours	0	Odours	0	BIOMECHANICAL					
				Repetitiveness	2	Fatigue	2		
ASBESTOS									
Asbestos Awareness		✓	None of the below						
Class B Asbestos Removal			Asbestos Removal and Supervision				Asbestos Assessor		
USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	2	Dust Mask/ Respirator	1	Protective Eyewear	1	Ear plugs/Muffs	1	Hard Hat	1
Provide a brief description of the job requirements:									
The role involves a combination of office-based work, community education activities and occasional fieldwork. Physical tasks may include setting up and packing down workshop displays and equipment, carrying educational materials, preparing learning resources, and periods of sitting and computer-based work. Field activities may involve walking on uneven terrain, standing for periods of time and working outdoors in varying weather conditions.									