



33 Goldie Street
PO Box 348
SMITHTON TAS 7330
council@circularhead.tas.gov.au
(03) 6452 4800
www.circularhead.tas.gov.au

PD011 POSITION DESCRIPTION WEEDS MANAGEMENT OFFICER

Classification:	Level 3, Grade 1-5
Directorate:	Infrastructure & Development Services
Reporting to:	Manager Engineering & Projects

1. OUR VALUES

- | | |
|-----------------------|--|
| We embrace EQUITY | <ul style="list-style-type: none">• We foster an inclusive culture that values diversity to create a sense of belonging for all.• We acknowledge the diverse needs and perspective of others to ensure that everyone is treated with respect and kindness.• We seek opportunities to enhance our understanding of equity issues and continually improve practices.• We actively seek feedback, assess our initiatives, and adapt our strategies to better meet the evolving needs of our community. |
| We foster CONNECTION | <ul style="list-style-type: none">• We foster positive relationships, among team members and with our community, to create a sense of togetherness and shared purpose.• We strengthen the bonds with our community and recognize the unity is our greatest asset.• We encourage open and transparent communication to build trust and strengthen connections.• We embrace the power of collaboration and encourage diverse perspectives and ideas. |
| We deliver EXCELLENCE | <ul style="list-style-type: none">• We take pride in the standard of our work, to consistently deliver quality results to the community.• We understand that to deliver excellence we need to balance our work commitments with self-care and our family needs.• We actively participate in continuous learning opportunities and willingly share knowledge and ideas.• We adapt to change and contribute by offering innovative ideas and view obstacles as opportunities. |



2. POSITION OVERVIEW

The Weeds Management Officer is responsible for coordinating and delivering Council's statutory and operational weed management program across the Circular Head municipality. The primary focus of the position is the identification, prioritisation, control, monitoring and prevention of declared, environmental and other priority weeds on Council-managed land, roadsides and other priority locations.

The role undertakes weed surveillance, inspections and compliance activities; coordinates and monitors weed control works; maintains weed mapping, treatment and follow-up records; provides technical advice to Council, landholders and the community; and works with Biosecurity Tasmania, Cradle Coast NRM, neighbouring landholders and other land managers to achieve practical, cross-tenure weed management outcomes.

The Officer may occasionally be required to undertake other reasonable duties consistent with the classification and skills of the position, where operational priorities permit or as directed by the General Manager.

3. KEY POSITION ACCOUNTABILITIES

3.1 Deliver statutory and operational weed management

- Undertake systematic field inspections, surveillance, assessment and identification of declared, environmental and other priority weeds across the municipality.
- Perform functions of an authorised officer under the *Biosecurity Act 2019* relevant to weed management, where appointed by the Secretary and subject to the terms and conditions of that appointment.
- Investigate weed complaints and reports, engage with landholders and undertake follow-up inspections, seeking voluntary compliance where practical and taking formal action within delegated or statutory authority where required.
- Undertake or coordinate on-ground weed control using appropriate chemical, mechanical and integrated weed management methods.
- Coordinate Council work crews and contractors undertaking weed control, provide technical direction where required, and inspect completed works for quality and effectiveness.
- Identify new or emerging weed threats and coordinate timely responses to prevent establishment or further spread.
- Develop, implement and monitor weed hygiene requirements for Council employees, contractors, vehicles, machinery and works activities to minimise weed spread through Council operations



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3.2 Plan, Prioritise and Monitor Weed Management Programs

- Develop and maintain a risk-based annual weed works program that prioritises declared weeds, new and emerging infestations, high-risk pathways, Council-controlled land and locations where treatment is most likely to prevent establishment or further spread.
- Contribute to the development, implementation and renewal of Council weed management strategies, plans and priorities.
- Develop, monitor and review site-specific weed management plans for Council-controlled land and priority sites.
- Record, map, prioritise and monitor weed infestations, treatments and follow-up actions using Council's mapping and information systems.
- Schedule and monitor follow-up treatment, assess control effectiveness and identify reinfestation or changes in weed distribution.
- Manage weed projects and work programs, including site assessment, operational planning, resourcing, contractor coordination, budget monitoring, evaluation and reporting.

3.3 Provide Weed Management Advice, Education and Compliance

- Provide practical weed identification, control and management advice to Council staff, landholders, stakeholders and the community.
- Provide advice on weed risks and management requirements associated with Council works, planning and development activities, land management and other relevant Council functions.
- Maintain effective systems for responding to weed-related enquiries and complaints and for recording inspections, advice, compliance actions and follow-up requirements.
- Promote awareness of weed management responsibilities and the general biosecurity duty under the *Biosecurity Act 2019* and associated requirements.
- Develop and deliver practical weed education and communication material, including information on identification, control, prevention and weed hygiene.
- Encourage landholders and the community to participate in coordinated weed management and prevention activities.

3.4 Build Partnerships, Secure Funding and Report

- Build and maintain practical working partnerships with Biosecurity Tasmania, Cradle Coast NRM, other councils, neighbouring landholders, land managers, community groups and relevant stakeholders to support coordinated weed management across property and tenure boundaries.
- Represent Council on relevant weed and biosecurity committees, working groups and at local events where this supports Council's weed management priorities.
- Identify and pursue external grant and funding opportunities that support priority weed management and on-ground control works.



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- Maintain accurate weed management data and prepare regular reports on priority infestations, work completed, treatment outcomes, compliance activity, emerging risks, expenditure and future priorities.

3.5 Key Outcomes

- Priority weed infestations are identified, mapped, risk-assessed and actively managed.
- Council-managed land and roadsides are managed through a planned, risk-based weed control program with appropriate follow-up treatment.
- Weed treatment effectiveness is monitored and reinfestation or emerging risks are addressed in a timely manner.
- Statutory and compliance matters are managed consistently, accurately and within the Officer's delegated or statutory authority.
- Council work practices minimise the risk of spreading weeds through vehicles, machinery, soil and operational activities.
- Reliable weed data and reporting support Council's prioritisation, resource allocation and future weed management decisions.

4. ORGANISATIONAL ACCOUNTABILITIES

4.1 Continuous Improvement

- Re-assess work methods to ensure tasks are completed utilising the principles of continuous improvement.

4.2 Work Health and Safety

- Take reasonable care for your own health and safety and ensure that an act or omission that you do does not adversely affect the health and safety of other persons.
- To have an understanding and knowledge of legislative requirements and responsibilities under the Work Health and Safety Act (Tas) 2012.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations.

4.3 Financial and Asset Management

- An understanding and knowledge of legislative requirements that apply to Council procurement, annual plan & budgeting and long-term financial planning under the Local Government Act 1993.
- To have an understanding and knowledge of Council service levels, asset management plans and Strategic Asset Management planning.

4.4 Risk Management

- Maintain awareness of Risk Management practices of Council.



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4.5 Corporate Accountabilities

- Compliance with all legislative requirements.
- Understand and promote Council's Strategic Plan Objectives and Core Values.
- Adhere to workplace policies and procedures, lawful instruction, delegated authority and Council's plans.
- Follow Council's Code of Conduct whilst maintaining integrity and confidentiality of all Council related activity and documentation.

5. COMMUNICATIONS

The position is to have professional and effective working relationships within your team, other work teams and management.

The position is to have professional relationships with the Mayor and elected members.

High standards of professionalism and customer service are expected by the position in interactions with any external party.

6. FIT FOR WORK

This position is likely to require a certain amount of physical activity, such as:

Physical Demands	Never	Occasional	Frequent	Constant
Stooping		X		
Climbing		X		
Walking			X	
Lifting		X		
Pushing		X		
Pulling		X		
Reaching		X		
Standing			X	
Twisting		X		
Squatting		X		
Sitting			X	
Kneeling		X		
Bending		X		
Noise		X		
Support one hand	X			
Two hands required	X			
Vibration one hand	X			
Vibration two hands	X			



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7. SELECTION CRITERIA

1. Qualifications/Position Requirements

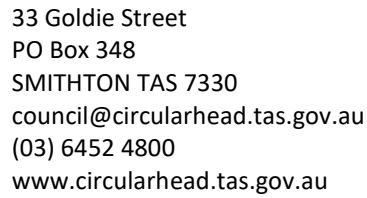
- Current Driver's License.
- Minimum Certificate IV in Horticulture, Conservation and Ecosystem Management, Natural Resources, Environmental Management or a related discipline, or substantial relevant weed management experience
- Current Working with Vulnerable People registration, or ability to obtain.
- National Police Check, or ability to obtain.

2. Essential Knowledge and Experience

- Demonstrated practical experience in weed identification, assessment, control and monitoring, including knowledge of declared, environmental and priority weeds relevant to Tasmania.
- Demonstrated knowledge of weed control techniques, including chemical, mechanical and integrated weed management methods, weed hygiene and prevention of weed spread.
- Working knowledge of the *Biosecurity Act 2019* and associated weed management requirements, or demonstrated ability to quickly develop this knowledge, including the ability to apply regulatory and compliance requirements in a practical local government context.
- Demonstrated experience undertaking field inspections, assessing weed infestations, prioritising treatment and monitoring control outcomes.
- Ability to undertake compliance and regulatory activities, communicate effectively with landholders and work towards practical resolution of weed management issues.
- Demonstrated ability to accurately record, map, maintain and present weed data and information, including use of Microsoft Office and relevant mapping or GIS systems.
- Project and work program coordination skills, including planning, resourcing, scheduling, contractor coordination, budget monitoring and reporting with limited supervision.
- Good written and verbal communication and self-management skills, including the ability to provide clear technical advice, prioritise competing work and work effectively both independently and as part of a team.

3. Desirable

- Previous appointment or experience as an authorised officer under biosecurity, weed or other regulatory legislation, or demonstrated ability to meet the requirements for appointment.
- Experience using GIS or mapping systems to record, analyse and monitor weed infestations and treatment outcomes.



- Experience preparing grant or external funding applications for weed management or natural resource management activities.
- Experience working in local government or another regulatory or land management environment.

I agree to the current requirements of the Position Description as at: Date: / /

Employee Signature:

General Manager Approval: _____ Date: / /