



Clarence... a brighter place

Position Description

Position Title	Bushfire Mitigation Planning Officer		
Position Number	New	Development Date:	August 2024
Reports To (Position Title)	Team Leader Environment and Biodiversity		
Number of direct reports	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> 7-9 <input type="checkbox"/> More than 10		
Position Pay Point (up to a maximum salary value of this pay point)	19 - 23		
Group / Section	Infrastructure and Natural Assets	Environment, Facilities and Recreation	
Award/Enterprise Agreement	<input checked="" type="checkbox"/> Clarence City Council Enterprise Agreement #11/2021* <input type="checkbox"/> Rosny Early Learning Enterprise Agreement #7/2020* <input type="checkbox"/> Local Government Industry Award 2020 <input type="checkbox"/> Nurses Award 2010		
Employment Status	<input checked="" type="checkbox"/> Permanent, ongoing <input type="checkbox"/> Temporary - short term contract <input type="checkbox"/> Casual		
Location (where the workstation will be situated).	<input checked="" type="checkbox"/> Chambers <input type="checkbox"/> Bayfield Street <input type="checkbox"/> Alma Street <input type="checkbox"/> Rosny Early Learning <input type="checkbox"/> Youth Centre	<input type="checkbox"/> Depot <input type="checkbox"/> Howrah Recreation Centre <input type="checkbox"/> Rosny Farm <input type="checkbox"/> Other _____	
Is a Drivers Licence required for this position?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Are there additional eligibility Requirements	<input checked="" type="checkbox"/> YES (refer to Eligibility section). <input type="checkbox"/> NO		
Is this a Child Safe designated position?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Authorised by CEO and date:	Date:		

ABOUT US

Clarence is on Mumirimina land, located on the eastern shore of the breathtaking Derwent River and part of Greater Hobart – the largest city of Tasmania.

The Clarence lifestyle offers the best of both worlds, regional and metropolitan, it boasts hundreds of kilometres of natural coastline and pristine bushland, as well as a thriving business and sports sector across a diverse range of industries.

While working with us you will contribute to making real change for our people and our community.

GROUP OBJECTIVES

The Infrastructure and Natural Assets Group has primary responsibility for managing and leading council's infrastructure and natural asset programs, including development of new infrastructure, renewal of existing assets, sustainable waste and stormwater management and safeguarding the city's natural assets.

ROLE OBJECTIVE:

Develop, coordinate, and implement the Clarence Bushfire Mitigation Framework, including the Bushfire Policy, Bushfire Mitigation Strategy, and the reserve Bushfire Mitigation Plans to effectively manage bushfire risk in Clarence. This is achieved through working closely with relevant stakeholders to identify and prioritise mitigation activities within designated Clarence Council reserves and complying with relevant legislation including the Fire Service Act 1979.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop, implement, evaluate, report and improve the Clarence Bushfire Mitigation Framework by:

- ensuring all bushfire mitigation actions are carried out consistent with the Clarence Bushfire Policy and relevant legislation.
- implementing, monitoring and reporting on actions from the Clarence Bushfire Mitigation Strategy.
- working closely with internal staff and key stakeholders to identify bushfire hazards and prioritise actions in the Reserve Bushfire Mitigation Plans
- working with and supported by the Team Leader Environment and Biodiversity, review and develop the Clarence Bushfire Mitigation Framework (policy, strategy, plans) to ensure they remain contemporary and compliant with relevant legislation.

- developing and maintaining relationships and partnerships with industry stakeholders including neighbouring councils, the Tasmanian Fire Service, Parks and Wildlife Service and the Department of Natural Resources and Environment, including representing council on the Hobart Fire Management Area Committee.
- developing burn plans and co-ordinating their implementation on council-managed land, and assisting council's Fire and Bushland Vegetation Management Team to undertake bushfire mitigation works such as fuel reduction burns, bushfire hazard management area maintenance works and ecological burns, including obtaining necessary permits and approvals.
- assisting council's Fire and Bushland Management Team and key stakeholders to undertake planned burns, including fuel reduction, ecological and cultural burns
- monitoring and reporting on the ongoing effects of climate change on Council's reserve network in the context of increasing fire risk in the city of Clarence.
- seeking, preparing, submitting and managing grant funding opportunities to assist council deliver the bushfire mitigation program of works.

Ensure general support to the attainment of group objectives

- working with internal stakeholders including Communications and Marketing, Operations and Environment and Biodiversity teams to undertake community engagement in areas impacted by council's bushfire mitigation activities, including planned burn and fire trail maintenance
- collaborating with the Environment and Biodiversity team to incorporate bushfire mitigation activities in works planning, including in Reserve Management Plans, Landcare and Coastcare programs and weed management programs.
- providing advice to the organisation and community on planning and technical matters pertaining to fire risk on properties abutting council managed land, including relevant process, legislation and regulation
- ensuring bushfire mitigation planning and operations are compliant with relevant Work Health and Safety regulations.

The essential duties and responsibilities of the role are outlined above however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

AUTHORITY AND DELEGATIONS

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description

and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

SELECTION CRITERIA (OR ASSESSMENT CRITERIA)

Essential qualifications or registration

- Degree/Diploma in Natural Resource Management, Bushfire Management, Environmental Science, Environmental Management or related field, or relevant industry experience.

Essential Criteria

- Demonstrated knowledge of emergency management and bushfire risk management, including an understanding of the role of landholders and agencies in the management of bushfire risk.
- Capability to undertake bushfire hazard, risk and treatment assessments
- Demonstrated practical experience in developing strategic plans for the implementation of a range of bushfire hazard reduction and land management activities to achieve prescribed outcomes in a timely manner and within budget
- Demonstrated experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity.
- Experience negotiating and working collaboratively to resolve issues with the community and stakeholders including external agency staff
- High level communication skills including interpersonal, written and verbal with a demonstrated ability to provide an outstanding level of customer service to internal and external stakeholders.
- Well-developed problem solving and analytical skills, to handle complex and sensitive issues.
- Adaptable and resilient, with extensive experience in working through challenges, and able to persist in the face of significant, complex, and novel challenges, using well developed influencing skills to achieve desired outcomes.
- Demonstrated ability to contribute positively to a small, diverse, flexible and responsive team which has a focus on continuous improvement.
- Well-developed digital literacy skills and the ability to adeptly use technology to facilitate service provision and collaborate with internal and external stakeholders as required, including collecting recording and analysing data.

- This role may require reasonable after-hours activities and overtime when required by business needs.

Desirable

- Ability to undertake flora and fauna and other environmental assessments and fulfill obligations of environmental legislation.
- An understanding of the local and State government environment and knowledge of relevant legislation relating to bushfire and environmental management and approvals procedures.

ELIGIBILITY

YES **Identification** – To be eligible for employment with Clarence City Council, applicants must provide at least two pieces of identification, one of which must be photographic identification.

YES **Citizenship** - To be eligible for employment with Clarence City Council, applicants must be an Australian citizen or have a current working visa. Only in exceptional circumstances can this requirement be waived, where council initiates a new sponsorship for an applicant for employment.

YES **Health Assessment** – As a condition of engagement, a pre-employment health assessment may be required where there are physical or medical requirements for the role.

Specifics:

- Sitting posture for prolonged periods.
- Operating computers for long periods
- Dealing with escalated customer enquiries.
- Other – please describe

Pre-employment Checks - Successful applicants will be required to undergo mandatory checks as follows (if ticked):

YES - Conviction checks in the following areas:

- crimes of violence.
- sex related offences.
- serious drug offences.
- crimes involving dishonesty.

YES - Working with Vulnerable People (Tasmania) check.

YOUR OBLIGATIONS

All employees are required to:

- Comply with all reasonable and lawful directions.
- Respect yourself and others by taking reasonable care that your acts or omissions do not adversely affect the health and safety of yourself and others in the workplace.
- Comply with policies and procedures as amended from time to time (available on council's intranet), including but not limited to council's:
 - Customer Service Framework and Charter
 - Procurement Policy and procedures.
 - Fraud and Corruption Policy.
 - Workplace Behaviour and Code of Conduct.
 - Work Health and Safety Policy and Procedures.
- Perform all duties to the best of your abilities at all times.

CHILD AND YOUTH SAFETY

YES - General Positions.

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.