



Collaboration



Communication



Integrity



Efficiency



Leadership

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|-----------------------|-----------------------------------------------------------|-------------------|---------------------------------|--------------|-------|
| Position Title | Conservation Visitor Ranger | | | | |
| Department | Environment and Sustainability | Branch | Natural Environment | | |
| Section | Environment and Sustainability Education and Awareness | Instrument | Officers Certified Agreement | Level | 3 – 5 |

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| Our Purpose | Together we proudly enhance the quality of life for our community. | | | | |
| Our Values | Collaboration | We work together towards a common purpose and understand every employee plays a role in our success. | | | |
| | Communication | We communicate openly and ensure diverse voices are being heard and valued. | | | |
| | Integrity | We have a professional and respectful workplace and are motivated by public rather than private interests. We inspire others to act ethically. | | | |
| | Efficiency | We provide enhanced service to the people of Ipswich and we aim to get it right, first time. | | | |
| | Leadership | We engage the heads, hearts and hands of our people to achieve our purpose. Recognition is part of our every day. | | | |

ABOUT IPSWICH CITY COUNCIL

Neighbouring Brisbane, Queensland’s capital, Ipswich is the state's fastest growing area and oldest provincial city. It is a dynamic blend of rich heritage, proud communities, diverse landscapes, and lively energy all contributing to a region full of liveability and opportunity.

Ipswich City Council employs more than 1,500 people and promotes a workplace culture built on our communication, collaboration, integrity, efficiency, and leadership values. Council teams operate across various industries delivering a wide range of services to the community.

PURPOSE OF THE POSITION

To engage with visitors to Council’s Conservation Estates and Reserves so they have a positive experience, undertake responsible nature-based recreation and eco-friendly activities in a safe and fit-for-purpose setting, and are aware of Ipswich’s biodiversity and conservation values.

REPORTING LINE

This position reports to the Team Leader (Environment and Sustainability Education and Awareness).

ACCOUNTABILITIES

1. To fulfil an on-site customer contact role with visitors to the Conservation Estates and Reserves, including providing advice on visitor responsibilities and expectations, points of interest, recommended activities and safety matters.
2. Deliver and facilitate visitor experiences and assist in organising and running events, including nature-based recreation activities, guided walks, and interpretative talks (such as cultural heritage, environment, native flora and fauna).
3. Support the delivery of biodiversity and habitat improvement programs, including the collection of flora and fauna data, and liaise with Council staff in the planning, management and activation of Council's Conservation Estates and Reserves.
4. Liaise with Council staff in the identification of projects to be incorporated as part of the conservation works programs and provide notification of maintenance needs for the amenity/day use areas and service-vehicle, fire track and recreational trail networks.
5. Report major trail defects and upgrade requirements, and manage small projects to deliver minor improvements to trail networks.
6. Identify emerging issues and opportunities to align with local, regional and state policies and guidelines for natural area management and nature-based recreation, including alignment with industry standards in track design, construction, maintenance and activity management.
7. Collect, monitor and interpret visitation data, user behaviour and impacts of nature-based recreation on visitor infrastructure and conservation values.
8. Undertake a range of administrative duties including report writing, correspondence and records management.

QUALIFICATIONS

Mandatory:

- Tertiary qualification in Outdoor Recreation, Environmental Management, Natural Area Management, Natural Resource Management or similar discipline and/or substantial experience to carry out the range of duties required.
- Current Queensland "C" class driver's licence.

SELECTION CRITERIA – LEVEL 3

1. Demonstrated ability to work effectively with people of all ages and fitness levels and to engage visitors and volunteers in nature-based recreation activities.
2. Sound experience in delivering projects within specification and timeframes.
3. Sound research and analytical skills.
4. Sound knowledge of the principles of nature-based recreation.
5. Sound knowledge of the principles of natural area management.
6. Demonstrated ability to work under general direction.
7. Sound interpersonal skills to represent Council in a variety of public forums and communicate with a range of stakeholders.

SELECTION CRITERIA – LEVEL 4

1. Demonstrated experience in working effectively with people of all ages and fitness levels and in engaging visitors and volunteers in nature-based recreation activities.
2. Proven experience in delivering multiple projects within specification and timeframes.
3. Proven research skills and demonstrated ability in and providing innovative nature-based recreation and natural area management solutions.
4. Comprehensive knowledge of the principles of nature-based recreation, including a demonstrated knowledge of track standards.
5. Comprehensive knowledge of the principles of natural area management.
6. Demonstrated ability to work under general direction.
7. Sound interpersonal skills to represent Council in a variety of public forums and communicate with a range of stakeholders.

SELECTION CRITERIA – LEVEL 5

1. Substantial experience in working effectively with people of all ages and fitness levels and engaging visitors and volunteers in nature-based recreation activities.
2. Substantial experience in delivering multiple projects within specification and timeframes.
3. Substantial experience in researching and providing innovative nature-based recreation and natural area management solutions.
4. Substantial knowledge of the principles of nature-based recreation, including knowledge of track standards.
5. Substantial knowledge of the principles of natural area management.
6. Demonstrated ability to work under general direction.
7. Substantial interpersonal skills to represent Council in a variety of public forums and communicate with a range of stakeholders.

GENERAL

This position description reflects a summary of the key accountabilities of the position, it is not an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties that are reasonably within the scope of the officer’s skills, competence and training.

This role will require the officer to be active in all Conservation Estates and Reserves across Ipswich where visitor management is required.

Advancement between levels in this position is not automatic, but is subject to the attainment of predetermined levels of competence, qualifications and experience.

Advancement between the levels shall be by recommendation of the Manager, and approval by the General Manager, Environment and Sustainability Department.

CORPORATE EXPECTATIONS

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.

- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Participate in planning, hazard identification and risk assessment of work activities;
 - Report any new work hazard(s) to your supervisor;
 - Undertake work only for which you are competent and skilled;
 - Question any actions or decisions that you think are unsafe;
 - Follow documented work instructions, control measures and procedures;
 - Actively participate in all training provided;
 - Correctly use and maintain PPE provided
 - Protect yourself, your colleagues and others;
 - Consider safety every day.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected and ideas and perspectives are sought out.