

POSITION DESCRIPTION

Position details			
Position	Planning Coordinator – Vegetation and Pest Management	Group	Asset Delivery
Reports to	Environmental Planning Manager	Location	Griffith
Leadership Level	Technical Leader	Review date	30 June 2022
Direct Reports:	Nil	Employment type	Full time Permanent
Indirect reports	Nil	Approved by	General Manager - Asset Delivery

Purpose of the role
To drive proactive vegetation and pest management resulting in an improved financial outcome, robust metrics and reporting while meeting our compliance obligations and reducing risk to operations from vegetation and pests.

Snapshot
<p>At Murrumbidgee Irrigation, our job is delivering water in the best way possible.</p> <p>Asset Delivery is responsible for developing and implementing MI's Asset Strategy which involves managing asset performance in the short and long term to deliver MI's current and future infrastructure requirements.</p> <p>The Planning Coordinator – Vegetation and Pest Management is responsible for coordinating the management of vegetation and pests across the Company's works to minimise impacts to system performance, ensure the safety of staff and the community and meet the relevant regulatory requirements.</p>

Major Accountabilities	Outcomes
<p>This section sets out the main areas of work for this position.</p> <p>The position may be responsible for other minor tasks which are not listed here.</p> <p>MI's key Values and Behaviours are integral to all aspects of delivering on accountabilities: the way we do things is equally important to what we do.</p>	
Safety	
Drive and support the evolution of a safety-focused culture within MI by ensuring effective, best-practise equipment, systems and procedures are in place and consistently followed, and by promoting and reinforcing a strong safety focus	Continuously improve workplace safety to achieve MI's safety target, use best practice WHS methods daily
Act on incidents and emergencies in accordance with procedures and safety/due diligence	Improved outcomes from incidences and reduced occurrences

Major Accountabilities	Outcomes
Leadership	
Role model the MI values of Integrity, Customers, Accountability, Respect and Teams and associated behaviours, and inspire and enable others to do the same	Contribute to the development of a performance-enabling, values-driven culture across the organisation
Working with team members to build a high-performing and motivated team with clear goals, feedback, collaborative relationships and development opportunities.	Create a competent, effective and flexible team, maintain focus and employee engagement, and improve individual team and business performance.
Planning	
Develop and manage the company's Vegetation and Pest Flora Management Plan including, but not limited to: <ul style="list-style-type: none"> • Identify range and spread of weeds around MIA • Gap analysis of current approach vs requirement, data collected/ data needed, processes etc. • Identify a range of treatments (physical, chemical, biological) to address weed control • Schedule of treatments to be developed to ensure timing and method of treatment provides effective outcomes. • The development of processes and training for Operations to deliver requirements of the plan. • Revised metrics to demonstrate treatment effectiveness • Identify and prioritise vegetation management to protect MI infrastructure • Raise awareness of MI staff on vegetation and weed risks and reporting requirements 	Achieve a cost-effective approach to vegetation management Develop processes that meet all regulatory requirements Achieve increased MI staff awareness on vegetation and pest flora management requirements
Identify and develop opportunities for collaborative pest (flora and fauna) control (Councils, Local Land Services, MI Customers, Land Managers).	Achieve a cost-effective collaborate approach to pest flora and fauna management Build business partnerships and relationships
Develop and manage the company's Pest Fauna Management Plan including, but not limited to: <ul style="list-style-type: none"> • Identify range and spread of pest fauna (terrestrial and aquatic) around MIA • Gap analysis of current approach vs requirement, data collected/ data needed, processes etc. • Identify a range of control or management treatments to reduce pest fauna on MI land • Raise awareness of MI staff on pest fauna risks and reporting requirements 	Define company approach to pest fauna management that meets the relevant regulatory requirements Achieve increased MI staff awareness on and pest fauna management requirements
Operational management	
Monitor and report on the Vegetation and Pest Flora Management Plan performance	Continual improvement and performance will be tracked via agreed metrics and supervision/ inspection processes
Monitor and report on the Pest Fauna Management Plan performance	Continual improvement and performance will be tracked via agreed metrics and supervision/ inspection processes
Monitor and report on regulatory requirements including chemical handling and application techniques, chemical permits, pest reports and records	Minimal harm to the environment, improve safety and ensure compliance
Compliance	
Identify, maintain and report on all compliance requirements regarding pest management and biosecurity risks.	Ensure compliance with all regulatory requirements and minimise the Company's exposure to regulatory risks

Skills and Experience

Essential:

- Tertiary qualifications in Environmental or Agricultural Science, Conservation and Land Management or equivalent, and/or relevant industry vegetation and pest management experience
- Demonstrated knowledge and experience in relevant regulatory requirements regarding weed and pest fauna management and biosecurity requirements.
- Knowledge and experience with vegetation and pest management plan development and implementation
- Experience in development and implementation of Research and Development projects
- Demonstrable ability to undertake field data analysis to inform management approaches and risk reduction. A high level of initiative, the ability to think laterally and work autonomously as required
- Ability to foster a positive and productive relationship with internal and external stakeholders.
- Demonstrated and proactive Health and Safety Leadership and a personal commitment to Health and Safety procedures, policies and plans.
- Current 'C' class motor vehicle licence
- Advanced computer skills
- Chemical Risk Management - Certification 4 or the ability to obtain

Desirable:

- Knowledge of safe working procedures and WHS training relevant to the role
- Knowledge of EEO principles
- Knowledge of WHS issues relevant to work activities and work environment
- Ability to promote Safe Work practices within the Business Unit (use of SWMS, risk assessment)
- Relevant knowledge of the Irrigation and/or Agriculture Sector

Decisions expected	Decisions referred/recommended
Prioritise and allocate resources for day-to-day team workload and planned projects/works	Allocation of resources/budget to additional/unplanned projects or major works
Engagement and performance management of external contractors/consultants	Identify high risk activities (high voltage electrical, excavations) and engage qualified MI personal to manage/assist.
WHS monitoring through SWMS usage and reviewing	Changes to safety practises - SWMS
See current Delegations matrix for budget/approval limit amounts	

Key relationships

Manager	Receive direction; provide information and updates on current work
MI Business units	Seek/provide advice and feedback re vegetation and pest control requirements
Consultants	Engagement, supervision, direction when engaged
Govt authorities	Reporting on compliance and regulations
Relevant Management Groups (pest flora, pest fauna, land management)	Seek/provide advice and feedback re vegetation and pest control requirements
Customers	Seek/provide advice and feedback re vegetation and pest control requirements

Other information

- From time to time this position may be reassigned to other tasks, teams, special projects, etc. within skill level, competency and experience, to meet short-term operational needs.
- The position requires 'on call /call-out' for afterhours security monitoring.