

JOB TITLE Field Officer

**DATE** 13/11/18

**REPORTS TO** General Manager, Environmental Services Coordinator

# **JOB DESCRIPTION**

### Purpose of role

Main duties and responsibilities

The Field Officer is responsible for assisting the *Environmental Services Coordinator* in delivery of the annual works plan. Core objectives include:

- Assisting the Environmental Services Coordinator in the coordination and delivery of workplans for the Environmental Services unit.
- Supervising casuals while carrying out works programme.
  - Planning and carrying out tree planting projects. This can include preparation of planting plans, planting, staking and guarding, watering and mulching.
  - Maintenance of existing plantings, including watering, weed control and removal, replacement planting and guarding.
  - Native seed collection and processing.
- Assisting the *Environmental Services Coordinator* in the maintenance of equipment and vehicles.
- Liasing with landholders, staff and other stakeholders as needed.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Fulfil other duties as required by management and other department personnel as requested/required.

# PERSON SPECIFICATION

Other duties

• Full NSW driver licence

White Card

First Aid

**Experience** • 4WD experience

Supervising teams in outdoor situations

Knowledge
Basic mechanical knowledge of pumps and small engines

Australian flora and/or common agricultural/pastoral weeds

Armidale Tree Group

# Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels written, phone and face to face.
- Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation**: accomplish objectives effectively within time frame given and carry out duties in an efficient and timely manner.

### Personal attributes

- Reliable and punctual.
- Ability to take constructive criticism.
- Organisational and time management skills.
- Excellent attention to detail.
- Confident manner.

### Other

- Ability to work outdoors including in inclement weather conditions and long hours.
- Willingness and ability to undertake out of hours' work, travel and overnight stays when required.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

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