

LORD HOWE ISLAND BOARD

EOI – CASUAL/TEMPORARY OPPORTUNITIES

Role	Field Officer		
Agency Name	NSW Planning Industry and Environment		
Group/Division	Lord Howe Island Board		
Classification Level	Lord Howe Island Officer Grade 2		
Employment Status	Temporary/Casual		
Salary Package	\$69,748 p.a. pro-rata		
Salary Start	\$60,452 p.a. pro-rata		
Salary End	\$63,697 p.a. pro-rata		
Salary Notes	Salary package includes base salary and employer contributions to superannuation. Leave loading is not payable. Progression criteria apply to movement within the salary scale.		
Role Description	<p>Undertake construction, maintenance and improvements to facilities and ground areas including the aerodrome, buildings, roads, signs, public areas, fences, walking tracks and operate and maintain plant and equipment, to ensure the public have access to high quality and safe facilities.</p> <p>Undertake pest and weed management activities and revegetation / rehabilitation of degraded areas to ensure the natural and cultural heritage is preserved.</p>		
Essential Requirements	<ol style="list-style-type: none"> 1. Current Australian drivers licence (minimum class C). 2. Ability to obtain CHEMCERT certification. 3. Ability to obtain a First Aid Certificate. 4. Ability to obtain an Aviation Security Identification Card (ASIC) – applicants for an ASIC undergo a Criminal Check, a Politically Motivated Violence Check and a Citizenship Status Check. 		
Focus Capabilities – refer to Role Description for further details. The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework	CAPABILITY GROUP	CAPABILITY	LEVEL
	Personal Attributes	Manage Self	Intermediate
	Relationships	Work Collaboratively	Foundational
	Results	Demonstrate Accountability	Foundational
	Business Enablers	Project Management	Foundational
Number of reports	Nil		
Position reports to	Field Supervisor/Team Leader Asset Management		
Targeted Questions	<ol style="list-style-type: none"> 1. Please outline and give examples of your skills and experience and describe how they would help you to be successful in this role. 2. Describe a challenge you have overcome in a work role, explain how you overcame the challenge to achieve positive outcomes. 		
Job Notes	Applicants must submit: <ol style="list-style-type: none"> 1. A covering letter which: <ol style="list-style-type: none"> a. summarises relevant skills, qualifications and experience b. addresses focus capabilities c. includes a short statement in response to the targeted questions d. Provides contact details for two referees 2. A current resume/curriculum vitae (CV) 		
Inquiries	Jim McFadyen (02) 6563 2066 Extension 20 jim.mcfadyen@lhib.nsw.gov.au		
Closing Date	ASAP or by latest Friday 11 December 2020 4:30pm		
To Apply	Applications are to be submitted to the Lord Howe Island Board Administration Office – PO Box 5 Lord Howe Island NSW 2898 or administration@lhib.nsw.gov.au		

All appointments to positions within the Board are based on merit in accordance with the Government Sector Employment Act 2013 and subsidiary legislation. The selection for this casual/temporary employment will be based on a suitability assessment process.

Role Description

Field Officer



Cluster	Planning & Environment
Agency	Office of Local Government
Division/Branch/Unit	Lord Howe Island Board
Location	Lord Howe Island
Classification/Grade/Band	LHI Officer Grade 2
ANZSCO Code	841999
PCAT Code	1112292
Date of Approval	5 February 2015
Agency Website	www.lhib.nsw.gov.au

Agency overview

The Lord Howe Island Board (the Board) is a statutory authority established under the provisions of the Lord Howe Island Act. The Board is responsible to the NSW Minister for the Environment and comprises four Islanders elected by the local community and three members appointed by the Minister. It is charged with the care, control and management of the Island and the affairs and trade of the Island. It is also responsible for the care, improvement and welfare of the Island and residents.

Primary purpose of the role

Undertake construction, maintenance and improvements to facilities and ground areas including the aerodrome, buildings, roads, signs, public areas, fences, walking tracks and operate and maintain plant and equipment, to ensure the public have access to high quality and safe facilities.

Undertake pest and weed management activities and revegetation / rehabilitation of degraded areas to ensure the natural and cultural heritage is preserved.

Key accountabilities

- Undertake grounds, amenities, buildings, walking tracks, roads, aerodrome and other asset maintenance and improvements as directed, in an efficient manner as part of a team or individually with consideration for other users.
- Undertake waste management duties to maintain high levels of waste diversion and encourage Island residents to maximise their efforts.
- Implement pest and weed management programs. This may involve the use of pesticides subject to training and certification.
- Undertake revegetation, rehabilitation of degraded areas and threatened species management programs.
- Operate vehicles, a range of plant and equipment, and power and hand tools correctly and safely.

- Undertake incident response and participate in exercises as directed to ensure preparedness of the Board and the Island.
- Identify, communicate and mitigate risk to self, team members and general public.

Key challenges

- Achieving tasks to meet deadlines with limited staff and often limited resources.
- Providing improvements to facilities which are consistent with the natural and cultural heritage values of the Island while providing a safe, rewarding and fulfilling experience for residents and visitors.
- May be required to work alone or with a low level of supervision and exercise initiative sometimes, within agreed work programs.
- This is a very physically demanding role, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing, and working in steep and difficult terrain and in variable weather conditions. Engagements may be subject to applicants undertaking a health assessment to confirm fitness to perform the duties of the role.

Key relationships

Who	Why
Internal	
Team Leader/Manager	<ul style="list-style-type: none"> • Escalate issues as required and keep informed of matters such as work programs and priority setting, advise and receive instruction. • Participate in meetings to represent work group and share information. • Provide practical advice on a range of Island issues.
Field Supervisor	<ul style="list-style-type: none"> • Direction and coordination of work programs, priority setting and daily tasks. Identification of risks and implementation of safe work practices. • Provide input / information to assist in the determination of work priorities.
Other Field Officers	<ul style="list-style-type: none"> • Operate as part of a team with Field Officers including those from other operational areas • Obtain work group perspective and share information. Assistance with on the job training for others and instruction with correct use of plant and equipment. Identification of risks and implementation of safe work practices.
External	
General Public	<ul style="list-style-type: none"> • Provide advice and information related to facilities on the Island, raise awareness of programs, as well as general information regarding natural and cultural heritage issues.

Role dimensions

Decision making

The position works as part of a team to an agreed work schedule. The position may be required to work alone on occasion. This may require developing solutions and making sound decisions as problems arise.

The position makes decisions on problems that arise when the Field Supervisor is not available. A rapid response under direction is required in emergency situations.

Make decisions on a day to day basis regarding the utilisation of equipment to suit work needs.

Reporting line

Senior Manager/Manager/Team Leader/Field Supervisor

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Current Australian drivers licence (minimum class C).

Ability to obtain CHEMCERT certification.

Ability to obtain a First Aid Certificate.

Ability to obtain an Aviation Security Identification Card (ASIC) – applicants for an ASIC undergo a Criminal Check, a Politically Motivated Violence Check and a Citizenship Status Check.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> Work as a supportive and co-operative team member, share information and acknowledge others' efforts Respond to others who need clarification or guidance on the job Step in to help others when workloads are high Keep team and supervisor informed of work tasks

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Foundational	<ul style="list-style-type: none">• Take responsibility for own actions• Be aware of delegations and act within authority levels• Be aware of team goals and their impact on work tasks• Follow safe work practices and take reasonable care of own and others health and safety• Escalate issues when these are identified
Business Enablers Project Management	Foundational	<ul style="list-style-type: none">• Plan and deliver tasks in line with agreed schedules• Check progress against schedules, and seek help to overcome barriers• Participate in planning and provide feedback about improvements to schedules