

Job title: Bushland Officer – Community Projects	
Classification: Band 3	Effective Date: October 2025
Reports to: Bushland Team Leader	Tenure: Permanent Full Time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To provide on the ground assistance to community environmental improvement projects through quality bushland management services aimed at improving the quality and extent of Council's biodiversity assets and ensuring reserves are presented to a high standard.

Key Responsibilities

Position Specific Responsibilities

- Collaborate and provide on the ground assistance to community groups to meet mutual bushland improvement goals.
- Provide bushland management services to appropriate standards to improve biodiversity and amenity outcomes related to community volunteer projects. Main works include weed control, planting, watering of plants, mulching, pruning, path maintenance and fire management tasks.
- Maintain appropriate safety standards in accordance with the requirements of OH&S policies and relevant codes and regulations.
- Ensure that all mechanical plant, vehicles and equipment, are serviced and maintained on a regular basis and kept in a presentable condition.
- May Provide On-the-Job supervision and training of apprentices and trainees as required, relating to basic Bushland management principles.
- Ensure that accurate and timely records, including timesheets, are maintained.
- Receive and act on community requests in a timely and professional manner and provide professional community-oriented services.

Corporate Responsibilities

General Staff – no supervisory responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil - This position may provide limited on the job coaching, mentoring or supervision of apprentices, trainees, contractors, contingent workers and volunteers under guidance from senior people leaders.

Judgement and Decision Making

- Assess community requests and carry out appropriate actions to complete tasks efficiently and to the required standard under guidance and within well understood procedures.
- Investigate and solve minor problems and know when to transfer responsibility.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

Other Technical skills

- Best Practice land management skills for improving biodiversity.
- Ability to be flexible and adjust to changing site requirements.
- Excellent plant identification skills.
- Proficiency in the use of small machinery and plant (e.g. chainsaw, brush cutter, compactor, auger, push mower, leaf blower, spray rig).
- Interpret reports, plans, plant lists and other relevant technical information relating to area of works.
- Knowledge of the effect of chemicals and of the safe use and handling of horticultural chemicals.
- Understanding of fire behaviour and fuel management principles.
- Understanding of drainage requirements and gravel path construction.
- Ability to use corporate systems and IT.

Qualifications and Experience

Qualifications/ Certificates /Licences:

- Suitably qualified in Conservation and Land Management, Horticulture or related field and/or Several years' experience in the maintenance of bushland.
- Experience in the provision of bushland services with the capacity to undertake tasks by selecting from a range of techniques, systems, equipment, methods or processes.
- AgVet Chemical Users Accreditation
- Chainsaw level 1 ticket.
- Traffic Management
- First Aid Certificate
- Working with Children check
- Must possess a current Victorian driver's licence.
- Council may support an appropriate candidate to achieve some of these qualifications if all other criteria are met.

Interpersonal Skills

- Ability to deal effectively with all members of the community (including Parkland Advisory Committees, school groups and other interested stakeholders) and be courteous and tactful.
- Ability to work effectively on own to achieve team goals.
- Effective oral and written communication skills.
- Ability to assess risk, minor problem solve and know when to transfer responsibility.
- Ability to cooperate with other Council staff.
- Ability to develop and maintain positive relationships with all stakeholders.

Key Relationships:

Internal

- The incumbent collaborates with management and staff at all levels within Parks and Natural Environment, City Services and other internal Departments. Particular focus is with Bushland colleagues, Arbor, Open Space & Assets teams and the Mechanics Workshop and Store.
- The position is required to communicate and maintain a professional relationship with Advisory Committees, community conservation volunteers, other customers, park users and contractors. The incumbent may need to explain specific procedures and practices to others under guidance.

Management Skills

- Ability to be autonomous, flexible and adaptable whilst being responsible for personal actions.
- Ability to respond effectively and professionally to community requests, initiate appropriate responses and provide basic reports on works undertaken.
- Ability to set priorities and organise own work timetables under guidance.
- Knowledge of and commitment to the principles of equal employment opportunity, and Occupational Health and Safety in accordance with the Acts and Council policies.
- May Provide on-ground supervision to assigned staff, apprentices, trainees and volunteers relating to work tasks.

Application Requirements

- Please provide a current resume and cover letter addressing the key selection criteria and relevant experience.
- For further information or enquiries please refer to job advertisement for contact details.

Key Selection Criteria

Qualifications & Experience:

- Suitably qualified in Conservation and Land Management, Horticulture or related field and/or several years' experience in the maintenance of bushland.
- Experience in the provision of bushland services with the capacity to undertake tasks by selecting from a range of techniques, systems, equipment, methods or processes.
- Good communication skills with experience associated with volunteer activities.
- Ability to set priorities and organise own work timetables under guidance.
- Ability to interpret reports, plans, plant lists and other relevant technical information relating to area of works.
- Demonstrated experience dealing effectively with members of the community including volunteer groups.
- Must possess a current Victorian driver's licence.

Any other relevant comments:

Other Attributes (Desirable)

- Familiarity with Council services and procedures.
- AgVet Chemical Users qualification will be required for this role. However, Council may support an appropriate candidate to achieve this qualification if all other criteria have been met.
- Chainsaw level 1 ticket.

Notes and comments:

- A successful National Police Check and Working with Children check will be required prior to commencement of the position.
- The position includes the inherent physical requirement to operate plant and machinery and perform manual tasks. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- Required to attend occasional out of hours work (e.g. for Fire Patrol duties and Volunteer events).

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	- Chainsaw use - Planting - Hand weeding	Regular and seasonal	
Hand/Arm Movement Tasks involve use of hand/arms	Multiple tasks	Often, repetitive	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	- Cleaning out drains with pick and shovel. - Brush cutter side to side. - Spreading mulch - Tools using upper body - Loading materials on to vehicle	Regular	
Standing Tasks involve standing in an upright position	- Place cloth cover over tray truck. - Spot spraying - Site inspections	Often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	- Loading and unloading vehicle - Pruning - Using mobile spray unit - Crowbar / mattock	Est 6-7kgs Sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	- Picking up branches. - Use of backpack blower. - Spot spraying - Mowing - Planting - Brush cutting - Use of compactor. - Carrying tools - Hand weeding, spraying. - Wheelbarrow use	Often Extended periods	Drag along ground Est 7kg Est 8-10kgs Up to 55kgs

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
	Lifting soil		
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	- Handling water containers from tray truck. - All tools in Ute toolbox within easy reach of side of vehicle. - Weight of fork loads of mulch – leverage effect at end of long handle. - Branches - Crowbar / mattock - Spot spraying - Planting - Hand weeding	Often	25kgs Est 5-10kgs per load repetitive on mulching days
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	- Use of mechanical augers - Mower - Wacker - Hand saw - Dragging branches - Wheelbarrow use	Often	Est weight 5-10kg and use of body weight
Keyboard Duties Tasks involve sitting at workstation and using computer.	- Inputting site data on tablet in vehicle - Checking emails	Sometimes	Some Writing required
Satisfactory Vision Standard of vision required equal to that required for driver's licence	- Reading - Driving	Regularly	Satisfactory visions required all the time