

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

<b>Position Title:</b>	Community Gardens Officer
<b>Classification Level:</b>	LGIA Stream A, Division 2, Section 1, Level 1 to Level 4
<b>Industrial Instruments:</b>	Torres Shire Council Certified Agreement 2022
<b>Date prepared/ Updated:</b>	March 2025
<b>Position Purpose:</b>	To effectively administer the Council's Community Gardens systems and processes.
<b>Reports To (Position Title):</b>	Aquaponics and Community Gardens Coordinator
<b>Roles Reporting to This:</b>	Nil
<b>Key Relationships / Interactions:</b>	<ul style="list-style-type: none"> <li>• Members of the Public</li> <li>• Other Council Staff both Internal and External</li> </ul>
<b>Decision Making Authority:</b>	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <ul style="list-style-type: none"> <li>• The position is accountable to the Director, Engineering and Infrastructure Services.</li> </ul>

I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

<b>Signature of Incumbent:</b>	
<b>Print Name:</b>	
<b>Date:</b>	/ /



**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
<b>Job Specific Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Oversight of community gardens and assist with the Aquaponics project.</li> <li>2. Evaluate community garden and aquaponics initiatives and coordinate regular reviews of resources and processes.</li> <li>3. Assist in the operation and maintenance using a variety of aquaculture equipment including microscopes, pumps, aquarium hardware and recirculating aquaculture systems.</li> <li>4. Assist in managing fish stock including, feed management and manufacturing, health monitoring, water quality monitoring and aeration monitoring.</li> <li>5. Management, distribution and oversight of the community garden.</li> <li>6. Support communities to achieve their vision through assisting in the development of local programs, activities and new skills related to community gardening.</li> <li>7. Develop and deliver effective education and capacity building programs and activities to support community gardening outcomes.</li> <li>8. Actively foster community garden and aquaponic related partnerships within the community. Perform tour guiding duties and contribute towards tourism experiences and education programs.</li> <li>9. Actively contributes to Environmentally Sustainable gardening and provide positive leadership across the organisation in relation to sustainable living and community gardening initiatives and activities.</li> <li>10. Perform other suitable work duties as directed by the Executive Manager Engineering and Infrastructure Services and/or Chief Executive Officer.</li> </ol>
<b>Supervisory Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Volunteers</li> </ol>
<b>Communication &amp; Interpersonal Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Create a welcoming atmosphere by engaging all people in a friendly and approachable manner.</li> <li>2. Work as part of a team and show professionalism.</li> <li>3. Punctual in both attendance at work and at staff meetings.</li> <li>4. Maintain high standards of presentation and personal grooming.</li> <li>5. Comply with Council's Code of Conduct.</li> </ol>
<b>Legislative Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures.</li> <li>2. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including but limited to: <i>Local Government Act 2009</i> <ul style="list-style-type: none"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulations 2012</i></li> <li>• <i>Public Sector Ethics Act 1994</i></li> <li>• <i>Industrial Relations Act 2016</i></li> <li>• <i>Human Rights Act 2019</i></li> <li>• <i>Workplace Health and Safety Act 2011;</i></li> <li>• <i>Workplace Health and Safety Regulation 2011;</i></li> <li>• <i>Workers Compensation and Rehabilitation Act 2003</i></li> <li>• <i>QLD Crime and Corruption Act 2001</i></li> <li>• <i>Commonwealth Disability Discrimination Act 1992;</i></li> <li>• <i>Commonwealth Age Discrimination Act 2004;</i></li> <li>• <i>Commonwealth Racial Discrimination Act 1975</i></li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>• Commonwealth Sex Discrimination Act 1984</li> <li>• Environmental Protection Act 1994;</li> <li>• Environmental Protection Regulation 1998;</li> <li>• Equal Opportunity in Public Employment Act 1992;</li> <li>• Anti-Discrimination Act 1991.</li> <li>• The Public Records Act 2002</li> <li>• Public Interest Disclosure Act 2010.</li> </ul>
<b>Workplace Health and Safety Responsibilities</b>	The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
<b>Confidentiality and Privacy</b>	<ol style="list-style-type: none"> <li>1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.</li> <li>2. Ensure compliance with: <ul style="list-style-type: none"> <li>• Right to Information Act 2009</li> <li>• Information Privacy Act 2009</li> </ul> </li> </ol>

**PART 3 – PERSON SPECIFICATION**

<b>Qualifications &amp; Experience</b>
<ol style="list-style-type: none"> <li>1. Strong understanding of aquaculture principles, aeration, filtration, feeding, oxygen, ozone, UV, pumps and water quality monitoring and assessment.</li> <li>2. Cert II in Horticulture (Desirable)</li> <li>3. Experience in using initiative and working successfully with others</li> <li>4. Current C Class Manual Driver's Licence</li> <li>5. Working with Children Blue Card</li> <li>6. Current Full First Aid Certificate or the ability to obtain</li> </ol>
<b>Technical Skills &amp; Abilities</b>
<ol style="list-style-type: none"> <li>1. Mature, positive attitude, high level interpersonal skills and ability to interact positively with community and team members</li> <li>1. Aptitude and demonstrated ability in problem solving with the ability to determine solutions using resources available.</li> <li>2. Demonstrated ability to work productively with other staff to achieve objectives.</li> <li>3. Good level of verbal &amp; written communication skills.</li> <li>4. Ability to deal effectively with customers via the phone, face to face and/or other electronic medium.</li> <li>5. Knowledge of Ailan Kastom &amp; traditional languages</li> <li>6. Good numeracy and literacy skills.</li> <li>7. Ability to use initiative and flexibility when resolving issues relating to tasks</li> <li>8. Intermediate computing skills with demonstrated ability to learn new applications and effectively use established ones.</li> </ol>



## **PART 4 – SELECTION CRITERIA**

<b>Essential Skills, Experience &amp; Qualifications</b>
<ol style="list-style-type: none"><li>1. Previous experience in a similar role</li><li>2. Good organisational and communication skills</li><li>3. Intermediate computer skills – MS Word/Excel Outlook</li><li>4. Current C Class Manual Driver's Licence</li><li>5. Current Full First Aid Certificate or the ability to obtain</li></ol>