

Watergum Community Inc. is seeking to employ an Invasive Species Support Officer. The position is for 38 hours a week, based at our head office in Burleigh Heads, Gold Coast.

Watergum is about helping the community to be part of real on-ground environmental initiatives. Watergum has been active for over 20 years and is a business oriented not-for-profit organisation and registered charity. We help people gain skills, knowledge and a better understanding of the environment. Collectively we restore and maintain our landscapes to places of beauty, clean water and native habitat that will support our community and wildlife for generations to come.

## **Detailed Job Description**

**Job title:** Invasive Species Support Officer

**Reporting to:** Invasive Species Project Officer

**Salary:** \$50k-52k + Super (38 hours/week)

**Hours:** Full-time, 76 hour fortnight

**Location:** Based at the Watergum office of 8/23 Hutchinson Street, Burleigh Heads, 4220. Travel to work sites will be necessary as part of this role.

## **Job Description**

### **Invasive Species Support Officer:**

This position has a strong focus on the Watergum Cane Toads Program. The Watergum Cane Toads Program provides community cane toad control education, training, products and activities on a local and national scale. The successful applicant will work together with local councils and other key stakeholders to deliver on-ground activities for the community, as well as promote our national awareness program and facilitate the sales of Watergum's cane toad tadpole trapping products via our national retail distribution network.

This position will manage the operational side of the collection and processing of the toads and the logistics of making the cane toad products as well as the other operational work

involved in Invasive Species Program. The position will work closely with and report to the Invasive Species Project Officer.

The Invasive Species Support Officer will have the appropriate training and knowledge about humane cane toad control in Australia. This position is suited to someone passionate about protecting the environment and our Australian native wildlife through the control of invasive species in an educating and humane manner.

## **Responsibilities and duties**

- Manage the operational side of the collection and processing of the toads and the logistics of making the cane toad products as well as other operational work including cats claw and feral deer program tasks.
- Assist the Invasive Species Project Officer with tasks related to ongoing workshops in the local area and also the rollout of the cane toad program nationally.
- Work closely with all team members.
- Assist with preparation of surveys and workshops.
- Maintain a clean and safe workplace, abide by workplace health and safety policies and procedures.
- Data entry and report writing.
- Other tasks as directed.

## **Qualifications**

### Essential qualifications

- Tertiary qualifications preferably in Environmental Science or related area
- Drivers License – C Class

### Desirable qualifications

- Blue Card
- First Aid

## **Work experience and skills**

### Essential experience

- Work in invasive species control programs
- Community engagement and citizen science activities

### Desirable experience

- Microsoft office skills (Word, Excel, PowerPoint)
- Experience with Microsoft Teams
- Delivering workshops
- Field work experience

## **Personal qualities and behavioural traits**

### Essential qualities or behaviours

- Excellent verbal and written skills
- Report writing skills
- Organised and able to meet deadlines
- Able to work under supervision as well as being a team player
- Willingness to go above and beyond when needed

### Desirable qualities or behaviours

- Program delivery skills
- Attention to detail
- Complete work to a high standard

## **Relationships**

### Details of relationships relevant to this role

- This position will work closely with and will report to the Invasive Species Project officer

- Internal relationships with other Watergum staff members should always be respectful and inclusive. Watergum has a small, close-knit team and aims to provide a friendly and inclusive work environment for all.
- When communicating with external persons, e.g. customers, council and other organisations, the relationship will remain professional and respectful at all times.
- Watergum is a non-political organisation and respects the views of everyone. Personal views are welcomed, however we ask for these to be expressed in a non-political manner in external communications to uphold Watergums values.