



POSITION DESCRIPTION

POSITION TITLE	Natural Areas Technical Officer
DIRECTORATE – BUSINESS UNIT	Infrastructure – Engineering & Parks Maintenance
LEVEL - IA	6 - Salaried
RESPONSIBLE TO	Coordinator Natural Areas

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

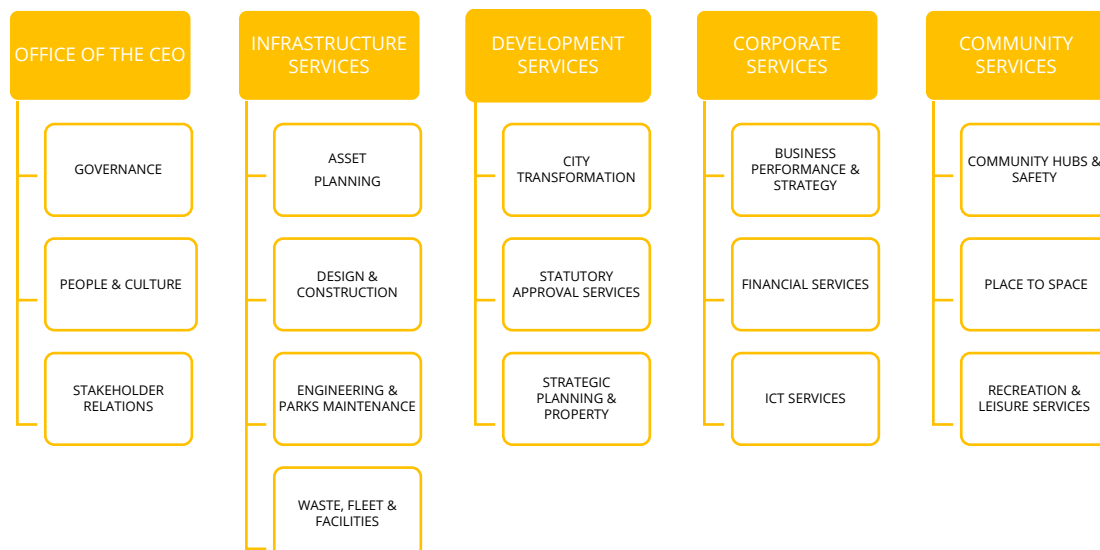
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

This position plays a key role in delivering environmental outcomes for the City of Kalamunda through the coordination and implementation of on-ground environmental projects and community initiatives. The role contributes to protecting, enhancing, and restoring the City's natural assets by integrating ecological best practice, project management principles, and community engagement.

The position actively engages with the local community, volunteers, schools, contractors, and internal stakeholders to build capacity and support behaviour change through increased awareness, education, and participation. This work supports actions aligned with the City's strategic direction, including the Local Biodiversity Strategy, Local Environment Strategy, and Corporate Business Plan, with a strong focus on tangible environmental outcomes.

A core function of the role is the delivery and coordination of environmental projects across natural areas, wetlands, reserves, and waterways. This includes assisting with project planning, scheduling, contractor and consultant coordination, monitoring progress against scope, budget, and timelines, and ensuring works are delivered to agreed quality, safety, and environmental standards.

The position also supports the management and administration of externally funded environmental projects, including assisting with grant-funded program delivery, compliance with funding conditions, progress reporting, and acquittals. This ensures grant funding is effectively leveraged to maximise environmental and community benefits.

Under the general direction of the Coordinator Natural Areas, the role contributes to monitoring, data collection, reporting, and continuous improvement of environmental programs, while applying appropriate technologies and systems to support evidence-based decision-making and transparent reporting.

KEY RESULT AREAS

EXECUTIVE SUPPORT

- Respond to all request to Engineering and Parks Manager and Coordinator including updating fortnightly information bulletins.

ENVIRONMENTAL ADVICE

- Provide advice to community on issues related to environmental/biodiversity management.
- Research and provide advice to line managers regarding environmental management best practice.
- Conduct communications and engagement activities to increase understanding and awareness of the City of Kalamunda's environmental assets, issues and activities using all media platforms including print media, social media and the City's website.

ENVIRONMENTAL EDUCATION PROJECTS

- Coordinate the implementation of a variety of community-based programmes and projects. Current programs currently being undertaken by the City of Kalamunda include:
 - Friends Group Program 0.2FTE
 - Adopt-A-patch Program 0.2FTE
 - Plants For Residents 0.05FTE

MANAGING THE NATURAL ENVIRONMENT

- Facilitate, support and coordinate public participation in natural resource management ensuring environmental and WHS best practices are used by the community.
- Work collaboratively with the Environmental Services Team in undertaking environmental management including revegetation.
- Coordinate and deliver environmental projects, including grant-funded programs, by managing planning, implementation, monitoring, and reporting to achieve agreed ecological, community, and funding outcomes.

CUSTOMER SUPPORT

- Provide an excellent and consistent level of information to identified stakeholders regarding current and proposed environmental programs, projects and environmental issues throughout the City.

ADMINISTRATION

- Demonstrate a high level of competency in the undertaking of administrative duties necessary to compliment the activities of the Parks and Environmental Services Team.
- Maintain a list/register of community environmental volunteers and participants in community education programs and events.
- Maintain and update the content for the City's Environmental Website.
- Assist in development of responses to customer service requests.
- Undertake the role of the key contact person for local community groups engaged in the City's environmental programs.
- Seek and apply for grants to fund environmental projects.

STRATEGIC AND OPERATIONAL PLANNING

- Demonstrated commitment to embrace the City's Vision, Mission and Organisational Values as identified in the Strategic Plan.
- Progress the strategies and actions of Environmental Services through the Interplan Business Planning framework to meet the mission of the Service Area.
- Abide by the City's adopted internal policies and procedures.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary level qualification in Environmental Science (or equivalent).

SELECTION CRITERIA

1. Highly developed verbal and written communications skills, including interpersonal skills, report writing, consultation, correspondence, negotiation and meeting participation skills with the ability to relate to all sections of the community, internal departments and external agencies.
2. Proven ability to provide excellence in customer service and work with the City's Friends Groups, community members and local school community.
3. A general level of understanding regarding environmental and natural resource management principles and practices.
4. Ability to collect and utilise data to report on outcomes and analyse program effectiveness.
5. Proven ability to deliver environmental projects and grant applications.
6. Highly developed ability to self-manage and prioritise work in a timely and flexible manner to achieve outcomes.
7. High standard of computer literacy including Microsoft Office.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Natural Areas
DATE PD REVIEWED/APPROVED: 30 July 2026
