



19/07/2024

Biik Crew Member

Position Description

Reports to:	Biik Crew Leader
Status:	Full time/part time/fixed term/casual
Direct reports:	Nil
Location:	Taungurung Country various (Alexandra, Broadford, Whitfield work centres)

The Taungurung Land and Waters Council (TLaWC) is the voice of the Taungurung people – a people with a strong sense of shared identity, self-determining in the management of Country and culture.

As a Registered Aboriginal Party, TLaWC upholds the interests of the Taungurung people with emphasis on economic, social and cultural well-being.

TLaWC's focus is to preserve the past, protect the present and strengthen the future of the Taungurung Nation, which occupies a large part of Central Victoria.

This role sits within the Biocultural Landscapes Division. This Division is a multidisciplinary Division at Taungurung Land and Waters Council (TLaWC). The Biocultural Landscapes Division is directed by Taungurung community cultural objectives and strategic priorities in the management of Country as articulated in the Cultural Land Management Strategy. The Division is made up of 4 TLaWC Units: Cultural Land Management unit (CLM), Biik Land Management unit (BLM), Registered Aboriginal Party unit (RAP) and the Land Use Activity Agreement Unit (LUAA).

Biik Land Management BLM is the TLaWC Cultural Land Management Operational Unit, delivering reading, healing and caring for Country services.

Biik is guided by the CLM strategy to deliver services that improve and maintain the health of Country in Culturally informed ways.

Primary Function

The primary focus of a Biik crew member is to safely undertake contemporary & Traditional Owner guided natural resource management activities and other field work on-Country.

Key Duties

1. Comply with all policies, procedures, work instructions and legislation to contribute to a safe work environment for all.
2. Adhere to TLaWC safety management systems and safety protocols.

3. In remote locations for extended periods of time (inc. overnight), safely operate equipment, plant and vehicles in accordance with your training and accreditation. Also, deliver planned and reactive work activities as an effective member of a field-based works team.
4. Perform a variety of physical tasks including using hand tools, power tools and lifting/carrying equipment.
5. Travel in/operate vehicles and machinery in a variety of terrain, day or night for extended periods and sometimes travel in aircraft.
6. Follow lawful directions from line management to deliver on-Country activities, including but not limited to;
 - i. Flora/fauna management
 - ii. Fire hazard assessment & burn preparation
 - iii. Operate and service small machinery, operate and offside larger machinery.
 - iv. Mix and apply herbicides, work with hazardous substances.
 - v. Monitor flora/fauna, conduct surveys day or night.
 - vi. Carry out field works in terrestrial, aquatic, alpine and forest environments.
 - vii. Operate four-wheel drive vehicle(s) on & offroad and in uneven terrain.
 - viii. Follow any other lawful directive(s) on or off Country as instructed by line management, the Biik Leadership team or higher level Biik staff.
7. Undertake property maintenance work on TLaWC properties, depots, office complexes and alike premises.
8. Utilise apps, software, hardware and devices to deliver administration tasks when required.
9. Operate safely in work environments where you are likely to be exposed to extremes in temperature, dust, smoke, dirt, have steep and un-even terrain, exposure to UV radiation, snakes, insects, mud, water, snow and alike.
10. Participate in vehicle, plant and equipment maintenance. Operate equipment, plant and vehicles in accordance with training and accreditation.

Role Requirements (delete irrelevant sections)

- Walking long distances over difficult terrain while carrying equipment
- Ability to lift and/or carry up to approximately 20kgs including chainsaws, hand tools, power tools
- Ability to work for sustained periods in repetitive movements for example bending, kneeling, lifting, gripping
- Tasks that involve a degree of flexibility such as walking on uneven surfaces
- Driving off road across a variety of landscapes and gradients
- Long periods of time spent sedentary at a desk
- Reasonable level of health and fitness required to perform the inherent requirements of the role

Key Selection Criteria

Essential capabilities

1. Demonstrated ability to work as an effective team member in dynamic and sometimes stressful situations.
2. An ability to follow instructions and communicate effectively with other staff, contractors, and stakeholders.



3. An understanding of and ability to apply safe work practices in accordance with internal doctrine, OH&S requirements, and industry standards.
4. A valid Victorian manual driver's license.
5. Successfully pass a National Police Check and Working with Children Check
6. Experience and competency in operating systems such as Windows and Microsoft apps such as Word, Excel, Office 365.
7. Ability to utilise smart devices such as tablets, I-pads and alike.
8. Learning Literacy & Numeracy (LLN) requirements.
 - i. Read and understand instructions in English, eg: chemical label information sheet.
 - ii. Write/type simple communications, eg: email, notes, paragraph for a report.
 - iii. Arithmetic to calculate metric volume of various liquids.

Personal Attributes

1. Good professional judgment and confident decision-making in relation to core duties
2. High ethical standards and personal integrity
3. Ability to maintain confidentiality in relation to sensitive information
4. Strong organizing and time management habits
5. A high degree of emotional intelligence

To work with TLaWC applicants must have

1. An understanding of the importance of country to Traditional Owners and the recognition of Taungurung as Traditional Owners.
2. An ability to communicate sensitively and effectively with Traditional Owners.
3. A commitment to self-determination.
4. Adherence to the code of conduct.

Key Performance Indicators

- KPI's or goals will be formally recorded in a Performance Development Plan (PDP) annually.

I _____(Name) understand the inherent requirements of this role

Sign _____

Date _____

