

## POSITION DESCRIPTION

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**Job Title:** Field Officer  
**Location:** Somerset Region  
**Reports to:** Project Manager  
**Status:** Maximum Term Contract

### INTRODUCTION

CVA was established in 1982 and now operates across Australia and New Zealand.

We exist to make a difference – Specifically, our purpose is *to strengthen the health of our communities and our ecosystems for mutual benefit* and the difference that we make is the sum of our on-ground and in-community impacts.

Conservation Volunteers are the conservation engagement experts. In Australia, our whole of organisational 2026 goal is to build and activate a national community of 1 million nature stewards who take action for nature in ways that are good for them and good for nature.

We achieve this activation and deliver our purpose through five campaigns:

- Greener Cities – Reconnecting people with nature in cities and towns
- Revive – Reducing threats to sensitive aquatic and coastal environments
- Green Links – Repairing habitats for expansion and movement of native wildlife and plants
- Wild Futures – Helping species and places in special need
- Future Stewards – Sharing our skills, knowledge and passion with learners of all ages

### SUMMARY STATEMENT

The Field Officer is responsible for the efficient and effective delivery of outcomes associated with the Recovery and Resilience program operating in the Somerset Region. Working within the Recovery and Resilience Crew, this position is ideal for an individual with experience or a passion for environmental field work and the ability to work effectively in a team to achieve practical outcomes.

The Field Officer will work closely with the Project Manager and Project Coordinator to execute project delivery tasks within the agreed timeframes.

### DUTIES

#### All CVA Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Increase community awareness through the promotion of CVA's purpose our Campaigns and projects
- Work in accordance with CVA Policies & Procedures and the Employee Code of Conduct

#### Operational delivery

- Conduct field work as outlined in the project plan and as directed by the Project Coordinator
- Ensure the general welfare and safety of all individuals, including strict adherence to Conservation Volunteers Australia WHS policies and procedures
- Contributing to maintaining team morale & motivation
- Respond within approved procedures in the case of an, incident, accident or emergency
- Contribute to logistical arrangements for the efficient completion of project activities and actively work with the Project coordinator to achieve
- Ensure the care, maintenance and safe operation of vehicles, trailers, tools and equipment
- Set high standards of professional and personal behaviour
- Diligently participate in the completion of training required for the delivery of the work program
- Other duties as directed

## ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Experience in field-based environment projects or the desire to learn
- Experience participating in a team based environment
- Physically fit and active with the ability to complete manual tasks

## DESIRED QUALIFICATIONS & EXPERIENCE

- Field related qualifications or experience in areas such as chemical use, small powered equipment use

## KEY PERFORMANCE INDICATORS

- Completion of required training
- Active contribution to the outcomes of the team

## KEY SELECTION CRITERIA

- Experience in the delivery of environmental projects or working outdoors
- Demonstrated ability to apply time management skills to be consistently prompt and punctual for work duties
- Good communication skills

## RESPONSIBILITY & ACCOUNTABILITY

The Field Officer is directly accountable to the Project Manager and is supervised by the Project Coordinator.

The role will also work in collaboration with the WHS team.

## FINANCIAL DELEGATION AUTHORITY

The Field Officer has no financial delegation.

## WORKING CONDITIONS

The position is based in Somerset Region and will require travel to a central location for team-based transport across the local government area and may occasionally require trips to other locations.

Some out of hours work is may be part of this role, with Time Off In Lieu (TOIL) available to be taken in accordance with the TOIL policy.

In addition to the starting salary, superannuation in line with the current legislation and 17.5% annual leave loading will be paid.

## OUR COMMITMENT TO CHILD SAFETY

Our organisation is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. Our organisation has robust human resources and recruitment practices for all staff. Our organisations is committed to regularly training and educating our staff on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

<b>POSITION DESCRIPTION ACCEPTANCE</b>
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Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_