

## JOB DESCRIPTION & PERSON SPECIFICATION

### EcoSanctuary Resources Officer

College Department:	Administration
Position Title:	EcoSanctuary Resources Officer
Position Classification:	Services - Grade 2
Tenure:	Permanent Part Time 0.53 FTE

## JOB DESCRIPTION

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### 1. Summary of the broad purpose of the job in relation to the College's goals.

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The EcoSanctuary Resources Officer will support the Tatachilla Lutheran College community, to best experience our environmental spaces, resources, and opportunities. Within this hands-on role and working under the direction of the Environmental Education Coordinator, the Environmental Resources Officer is responsible for the development and maintenance of the College's conservation areas, including the EcoSanctuary, gardens, and agricultural areas. Working closely with the Property Services team, they support environmental education by assisting with revegetation projects, flora and fauna management, and the care of animals, as well as contributing to the delivery of sustainability programs.

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### 2. Reporting / Working Relationships

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The position:

- Reports to the EcoSanctuary Coordinator.
- Works closely with the Environmental Education Officer and Property Services.

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### 3. Special Conditions

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- Practical work is delivered in Tatachilla Lutheran College's EcoSanctuary and across all sub schools, outdoors and within a community setting. Outdoor physical work will be required.
- Some out of hours work is required including weekend and holiday work.

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### 4. Statement of Key Outcomes & Associated Activities

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#### 1. Environmental Conservation & Land Management

**Objective:** To maintain and enhance the biodiversity of the EcoSanctuary through proactive land management and ecological restoration.

- **Vegetation Management:** Implement weed control strategies and maintain the BushFood and Mini Beast gardens.
- **Revegetation Projects:** Lead the lifecycle of revegetation by collecting seed stock, propagating plants, and executing planting plans in collaboration with the Environmental Education Coordinator.

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- **Biodiversity Oversight:** Manage flora and fauna populations based on sound ecological and economic principles.
- **Documentation:** Maintain accurate records of planting schedules, species health, and land management activities.

### 2: Fauna Management & Animal Husbandry

**Objective:** To ensure the health, safety, and welfare of all native animals within the College.

- **Daily Care:** Coordinate and execute feeding schedules for native fauna and agricultural science animals in accordance with agreed processes.
- **Welfare Standards:** Maintain high standards of animal welfare, including performing rostered weekend and school holiday health checks.
- **Population Monitoring:** Assist with animal management events, including trapping, counting, and health monitoring.
- **Compliance & Records:** Keep timely and accurate records regarding animal health, dietary requirements, and welfare audits in line with management plans.

### 3: Property Maintenance & Sustainability Services

**Objective:** To provide a safe, functional, and sustainable environment through rigorous facility maintenance and waste reduction.

- **General Maintenance:** Perform routine repairs and preventative maintenance across the property to ensure safety and operational efficiency.
- **Waste & Recycling:** Manage the recycling shed and support College waste management systems to align with sustainability goals.
- **Infrastructure Support:** Ensure all enclosures, pathways, and educational spaces are kept in good repair for staff, student, and visitor use.

### 4: Educational Support & Community Engagement

**Objective:** To support the EcoTeam in delivering high-quality environmental education programs to students and the public.

- **Program Assistance:** Act as a resource to support internal education activities and workshops.
- **Student Mentorship:** Assist College students and community groups in hands-on conservation activities, fostering a culture of environmental stewardship.
- **Collaboration:** Work closely with the Environmental Education Coordinator to integrate maintenance tasks with student learning outcomes.

### 5: Safety, Professionalism & Operational Support

**Objective:** To maintain a culture of safety, continuous improvement, and collaborative support across the College community.

- **WHS Advocacy:** Act as a champion for Work Health and Safety (WHS), ensuring all maintenance and conservation tasks are performed in strict adherence to safe work practices.

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- **Risk & Hazard Management:** Proactively identify, report, and mitigate potential risks or hazards within the sanctuary and the broader campus to ensure the safety of students, staff, and visitors.
- **Professional Development:** Actively participate in the College's professional development framework, seeking opportunities to enhance skills in land management, animal care, or safety.
- **Institutional Engagement:** Represent the maintenance and EcoTeam during key College events, contributing to the professional and cultural life of the school.
- **Operational Flexibility:** Provide backfill and support for other maintenance or operational positions across the College as required, ensuring continuity of service.

## PERSON SPECIFICATION

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### 1. Educational / Vocational Qualifications

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- Cert II or above in Conservation Ecosystem / Land Management / Horticulture or equivalent relevant experience.
- Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.
- Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC).
- First Aid Certificate.

### 2. Personal Skills, Abilities & Aptitude

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- A personal commitment to the College vision, mission and values which underpin the delivery of a Christian based education to students in the College community is essential.
- Strong communication, interpersonal and organisational skills.
- Ability to work both independently, and as part of an effective team to ensure departmental goals and objectives are reached.
- Ability and willingness to collaborate with staff across the College, & external partners on projects.
- Ability to build positive relationships with, and engage effectively with young people.
- Ability to work in a dynamic and changing environment with flexibility and a solutions-based attitude.
- Attention to detail and demonstrated self-motivation in setting goals, prioritising work to meet established deadlines, and managing multiple tasks.
- Personal commitment to continuous self-development and improvement.

### 3. Experience

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- Demonstrated knowledge, experience, and passion of sustainability and environmental themes, conservation and biodiversity management.
- Demonstrated experience in the upkeep and enhancement of conservation or natural areas, with knowledge of ecological practices and environmental sustainability.
- Experience working with native animals in a safe, competent and confident manner.
- Experience in use of tools and equipment in a conservation setting.
- Basic to intermediate ICT skills, including Microsoft Office suite and cloud-based storage.

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#### 4. Knowledge

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- Demonstrated sound knowledge and experience and of sustainability and environmental themes.
- Knowledge of conservation and biodiversity, preferably of local flora and fauna.
- Knowledge and experience working with young people and educators (desirable).

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#### 5. Workplace Health & Safety

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The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

## APPLICATION PROCESS

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#### Applicants with sufficient skills and experience are required to:

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1. Write a cover letter of up to two pages, addressing the selection criteria;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Head of People and Culture, Tatachilla Lutheran College and sent electronically to [jobs@tatachilla.sa.edu.au](mailto:jobs@tatachilla.sa.edu.au)

Applications close on **9am, Monday 23 February 2026**