



Position Description

POSITION	Project Officer Development Assessment
SECTION	Environment
DEPARTMENT	City Living
ESTABLISHMENT NO.	BCC1805
POSITION TYPE	Permanent, part-time (24.5 hours)
REPORTS TO	Coordinator Sustainable Resources
DIRECT REPORTS	No
POSITION GRADE	Band 3 Level 2 Salary System Grade 12
APPROVAL LIMIT	\$0
AUTHORISING LIMIT	\$0
DATE	July 2019

POSITION PURPOSE:

- Provide local places and spaces that are clean and healthy and turn awareness and commitment into action to halt or reserve the effects, pressures and threats on the built and natural environment by working in collaboration with our community and other stakeholders
- Develop and participate in the implementation of projects, strategies, policies, guidelines and procedures that align with this commitment specifically:
 - sustainable (waste) resources
 - environmental health.
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Degree level qualifications in an environmental, educational discipline or equivalent
- Relevant local government experience
- Strong capacity or sound experience in the development of strategies, policies and programs related to environmental sustainability and/or waste management
- Proven project management skills, with a strong record of achievement in planning, coordinating, delivering and evaluating a broad range of programs and projects

- Demonstrated high level of oral and written communication skills, including the ability to deliver presentations, write correspondence, complex reports, grant applications and award submissions
- Computer literate with proficiency in the use of Microsoft products such as Word, PowerPoint, and Excel
- Demonstrated analytical and problem solving skills
- Demonstrated commitment to, and an understanding of, WHS issues and EEO principles in the workplace
- Demonstrated commitment to customer service
- Ability to work within a team environment
- Availability to work flexible working hours
- Current class C driver's licence.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

This position is responsible for:

- Implementing priority actions identified in Council's Resource (waste) Strategy
- Undertaking assessments of planning applications in accordance with Part G of Council's Development Control Plan and compliance with the *NSW Public Health Act, Food Act, Protection of the Environment Operations Act and Local Government Act*
- Implementing a range of environmental programs, including both corporate and community programs
- Implementing monitoring and reporting protocols in order to achieve improved sustainability outcomes for Council's operations
- Ensuring all allocated tasks are completed in an efficient and competent manner within the time frame specified.

Work Health and Safety (WHS):

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL)* and

Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately
- WHS001 – Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

Administration:

- Implement the sustainable (waste) resources and clean cities action plans
- Participate in existing programs and develop, document, implement and evaluate new innovative environment and sustainability related policies, projects and programs that align with our Environmental Sustainability Policy and Council's Delivery Program
- Establish collaborative partnerships with relevant organisations and stakeholders
- Perform other relevant tasks assigned by the Coordinator Sustainable Resources
- Document all work and keep files and records up to date.

Environmental programs:

- Undertake research and prepare projects, promotional materials, presentations, training workshops and information sessions as required

- Deliver components of Council's Resource (waste) Management Strategy
- Facilitate and deliver engaging workshops and training to internal and external customers on the various aspects of the sections functions as they apply to Council services and initiatives
- Produce educational material, media releases and community documents in relation to resource management issues
- Provide expert advice and information to customers on resource management and clean cities issues
- Participate in resource management related programs including attending conferences and seminars as required
- Prepare consultants briefs and obtain quotes as required
- Adhere to relevant legislative requirements, policies and current standards
- Complete all allocated duties in an effective and professional manner within timeframes specified.

Communication:

- Provide efficient service to all customers including:
 - all correspondence and customer management requests (CMR) replied to in accordance with the nominated performance criteria
 - answer telephone and "counter" enquiries, as required
 - identification of system changes required to improve the quality and timeliness of environmental sustainability programs and services.
- Participate in team meetings
- Attend meetings as required through performance of duties and generate minutes and supporting documents where required
- Represent Council on relevant working groups, committees and boards
- Prepare correspondence and reports, as required
- Produce material, media releases and documents as appropriate in relation to resource management and environmental sustainability issues
- Provide content on Council's website and social media sites
- Other duties as assigned by the Manager Environment.

Judgement and problem solving:

- Monitor programs and developments in environmental sustainability initiatives and programs, identify potential problems, and develop appropriate responses.

Corporate representation and image:

- In all dealings and activities, act in accordance with Council's Code of Conduct and actively promote a positive image of Council. To promote a positive image means:

- behaving in a manner that helps achieve the objectives and interests of Council
- actively create goodwill by using/demonstrating positive helpful, cooperative, proper, supportive and ethical behaviour at all times.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.

Employee Name (PRINT): _____

Employee Sighted and Agreed: _____

Date: _____

Supervisor Name (PRINT): _____

Authorised by Supervisor: _____

Date: _____