

# Position description

## Erosion and Sediment Education Officer

### Summary information

<b>Section</b>	<b>Environment</b>	<b>Directorate</b>	<b>City Living</b>
<b>Position grade</b>	<b>Band 2 Level 3 Grade 12</b>	<b>Position type</b>	<b>Term Contract – 5 years, full-time</b>
<b>Reports to</b>	<b>Senior Coordinator Environmental Services</b>	<b>Direct reports</b>	<b>No</b>
<b>Approval limit</b>	<b>\$0</b>	<b>Release limit</b>	<b>\$0</b>
<b>Created/reviewed</b>	<b>July 2020</b>	<b>BCC number</b>	<b>N/A</b>

## 1 Position purpose

- As per Clause 34(1)(a) of EA: Environmental Stormwater Management Project 2020/21 to 2024/25
- This role is primarily responsible for the implementation and activation of Council's Clean creeks education program to build capacity within the development industry to implement best practice erosion and sediment control measures across new development
- 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.

## 2 Qualifications and experience

### Essential

- Degree in Environmental management, sustainability or related field, or equivalent qualification from an advanced tertiary institution
- Solid working experience in the development of environmental education materials, strategies, policies and programs related to the environmental field of work
- Demonstrated high-level oral and written communication skills, including the ability to deliver presentations, write strategies, education materials and reports
- Current class C drivers licence
- Excellent interpersonal skills to effectively work with internal and external stakeholders
- Knowledge of applicable legislation and regulations.
- Computer literacy in basic Microsoft Office applications and the ability to quickly learn corporate applications
- Demonstrated commitment to customer service
- Ability to work in a team environment.

### Desirable

- Relevant local government experience
- Excellent knowledge and application of best practice erosion and sediment control measures
- Sound knowledge of environmental legislative requirements for the building industry
- Experience in managing a budget.

### 3 Authority

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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, organisational policies, procedures and work instructions.

### 4 Key accountabilities

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#### Position specific

- Develop, implement, review and report on Council's Clean Creeks Education Program
- Manage the Clean Creeks Education Program budget in accordance with ESMP objectives and specified timeframes
- Provide expertise and advice to internal stakeholders and the development industry on legislative requirements for building site sediment controls, penalties for breaching these requirements, and best practice strategies
- Develop and disseminate educational material and training to increase the capacity of the development industry to implement best practice erosion and sediment control measures
- Establish and maintain strong working relationships with internal and external stakeholders and the development industry
- Ensure all allocated tasks are completed in an efficient and competent manner within specified time frames
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standard
  - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

#### Work health and safety (WHS)

- Implement, monitor and, or comply with councils 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 fulfill 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 number, 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 Manager 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.

## 5 Duties

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- Develop, implement, continuously review, refine and report on the 'Clean creeks education program
- Develop materials and engagement activities including training to educate builders, developers and renovators of their legal responsibility to control and manage sediment on their work sites
- Establish collaborative partnerships with relevant internal and external stakeholders and the development industry
- Participate in relevant regional programs and catchment management groups
- Ensure all allocated tasks are completed in an efficient and competent manner within specified time frames
- Monitor and report relevant budget and strategic consideration to the Senior Coordinator Environmental Services
- Document all work and keep files and records up to date
- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

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As per Council's performance management system.

### Acknowledgement and agreement

<b>Employee</b>	<b>Name</b>	_____	
	<b>Signature</b>	_____	<b>Date</b> _____
<b>Supervisor</b>	<b>Name</b>	_____	
	<b>Signature</b>	_____	<b>Date</b> _____