

# Position Description

## Environment Officer (Waste & Sustainable Living)

### Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

### Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

### Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



#### **A** Achievement

Deliver agreed outcomes for our community



#### **R** Respect

Act with honesty and integrity



#### **I** Innovation

Seek better ways



#### **S** Simplicity

Easy to do business with



#### **E** Engagement

Provide opportunities for all to participate

<b>Position Title</b>	Environment Officer (Waste & Sustainable Living)
<b>Position Number(s)</b>	CHB0136
<b>Classification</b>	Level 6
<b>Reports to</b>	Environment & Coast Lead
<b>Division</b>	Assets & Delivery
<b>Department</b>	Engineering
<b>Direct reports</b>	Casual employees working on environmental projects may report to this position.

## Position Purpose

This position develops, implements and delivers agreed environmental projects and objectives as per Council's strategic and environmental plans. This may include but is not limited to initiatives relating to waste management and sustainable living. The position is also responsible for community liaison and education related to environmental programs and issues.

## Key Relationships/Interactions

### Internal

- Waste Administration Officer

### External

- Green Industries SA

## Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours.
- In line with Council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

# Key Accountabilities

The Environment Officer (Waste & Sustainable Living) is responsible for:

- Develop, deliver and review education and behaviour change programs to Council, the general community and individual groups.
- Participate in external groups, organisations and networks relating to waste, sustainability and environmental education.
- Present to and engage educational institutes and community groups regarding relevant environmental issues.
- Provide expert advice to internal and external stakeholders, including educational institutes and community groups, relating to assigned environmental strategies, programs and projects.
- Contribute to leading and influencing organisational change, based on Council's strategic and business plans, in relation to a range of environmental outcomes, as required.
- Develop strong, value-adding working relationships with key stakeholders, including relevant internal staff, and State and Local Government agencies.
- Support internal staff with waste management at events.
- Support and direct waste management staff in their duties as required.
- Develop, prepare, implement and coordinate environmental best practice policies, strategies and programs in line with Council's strategic and environmental plans.
- Research, trial, implement and review opportunities for innovative waste and recycling initiatives including recycling at public place and events.
- Develop, maintain and review relevant Council's waste and environmental education webpages, social media and written materials.
- Provide support to the implementation of National, State and regional programs where applicable to the City of Holdfast Bay.
- Prepare and provide reports on educational and project activities and outcomes.
- Prepare responses to Government and other environment related consultations.
- Develop and lead relevant projects, in line with Council's Environment Strategy, including writing grant applications.
- Manage waste contractor, service delivery and customer issues for Council's kerbside waste and recycling service.
- Manage assigned environmental and education projects and initiatives, including monitoring and managing the relevant budget.
- Research, develop and report on new initiatives, including proposing relevant budgets for projects that support the delivery of Council's Environment Strategy.
- Effectively lead and manage projects within area of operation, including major projects, on behalf of Council.
- Manage Council's kerbside waste and recycling contract including overseeing day to day operations, invoicing, amendments to services and escalated contractor complaints.
- Investigate and report on waste and environmental initiatives, changes in technology/legislation or any other opportunities to improve existing services or standards.
- Initiate, implement and monitor waste stream audits to enable targeted behaviour change, accurate reporting and data collection.
- Implement, monitor and review on-going evaluation processes for assigned projects.
- Collect, log and analyse data relating to Council's and the community's waste, environmental and sustainable living performance.
- Actively seek and suggest ways to improve work practices and outcomes.
- Deliver quality outcomes on time and on-budget.

## Selection Criteria

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification in Environmental Management, Environmental Sciences, Environmental Engineering, Natural Resource Management or other related area.</li> </ul>	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• High level knowledge of environmental management issues in relation to waste management, sustainable living and climate</li> <li>• Demonstrated experience working in an environmental management role</li> <li>• A sound understanding of project management principles, and demonstrated experience in managing and delivering environmental projects</li> <li>• Knowledge of adult and/or community education and behavioural change principles.</li> <li>• Experience in developing and presenting information to internal and external stakeholders.</li> <li>• Experience in developing, implementing and reviewing environmental policies, strategies and programs.</li> <li>• Experience in developing, monitoring and reporting against performance indicators and targets.</li> </ul>	<b>Essential</b>  <b>Essential</b>  <b>Essential</b>
<b>Personal Capabilities</b>	<ul style="list-style-type: none"> <li>• Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community</li> <li>• Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals</li> <li>• Ability to prioritise workload and meet set timelines</li> <li>• Ability to be resilient, innovative, flexible and readily accommodate change</li> <li>• Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions</li> </ul>	<b>Essential</b>  <b>Essential</b>  <b>Essential</b> <b>Essential</b>  <b>Essential</b>
<b>Collaboration &amp; Communication</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to teamwork and the maintenance of a supportive work environment</li> <li>• Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, volunteers and other stakeholders at various levels, both orally and in written form.</li> </ul>	<b>Essential</b>  <b>Essential</b>
<b>Customer Service &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to customer service and continuous improvement</li> <li>• Actively participate and maintain a customer focused culture</li> <li>• Actively seek and suggest ways to improve work practices and outcomes</li> </ul>	<b>Essential</b>  <b>Essential</b> <b>Essential</b>
<b>Corporate</b>	<ul style="list-style-type: none"> <li>• Working knowledge of the Microsoft Office suite and use of corporate technology</li> <li>• Experience in the use of Technology One suite of applications</li> </ul>	<b>Essential</b>  <b>Desirable</b>
<b>Government</b>	<ul style="list-style-type: none"> <li>• Experience working in a government environment and a broad understanding of local government and Council's organisation structure, policies, functions, systems and activities</li> </ul>	<b>Highly Desirable</b>

# Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

## Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

## Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the position.

## Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: \_\_\_\_\_ Direct Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_