

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Sustainability Officer		
Position Number:	185	Standard Position Hours:	35 Hours
Directorate:	Works and Infrastructure	Unit:	Environment and Waste
Salary Grade:	7	Award Band and Level:	Band 3 Level 1
Position Reports to:	Manager Environment and Waste		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	22 November 2013	Date Last Reviewed:	25 November 2014
Version:	2	Document Number:	DOC2014/000461

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employees approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Corporate and Community Services
- Planning and Environment

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works Delivery
- Design Delivery
- Strategic Asset Planning
- Recreation Services

The Environment and Waste Services unit is responsible for managing waste & community environmental management activities and developing and implementing environmental initiatives and strategies.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary purpose of the Sustainability Officer is to;

- Prepare and administer Council and community environmental programs.
- Provide environmental sustainability education services to Council, residents, industry and visitors within the Cessnock Local Government Area.
- Provide assistance in the integration of Ecologically Sustainable Development (ESD) into all Council's activities and areas of responsibility as described in Council's adopted ESD Strategy and as defined in the Local Government Act and associated legislation.

KEY ACCOUNTABILITIES

1. Provide technical advice to advance the principles of a sustainable environment with the local context to lessen Council's impact in the global context.
2. Participate and provide input into long term strategy's, administration, budgeting, contract management, communication and reporting for Environment & Waste.
3. Investigate, develop and analyse options, policy and procedures, recommend solutions, provide cost estimates and prioritise works to mitigate environmental liability within the changing legislative environment.
4. Coordinate data collection for Waste Services as required for Council and State and Federal agencies.
5. Engage with state and regional organisations, other councils and department/sections within council to develop and undertake local and regional environmental sustainability research and initiatives.
6. Prepare and manage grant applications, acquittals of grant monies and project reports.
7. Implement environmental sustainability initiatives.
8. Prepare reports to the Environment and Waste Manager, Director and Council as required on the performance of duties attached to the position.
9. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualifications in environmental science, environmental health, waste management or a related discipline.
2. Demonstrated experience in sustainability and environmental management, in particular with Waste Management, including experience with monitoring programs and interpretation of data.
3. Demonstrated experience identifying, developing and facilitating strategic business partnerships across a range of community, business and government sectors.
4. Demonstrated experience in the management and control of projects including planning, tender administration, evaluation, budgeting, contracting, communication, assessment and reporting.
5. Thorough knowledge of relevant environmental legislation and policies with a proven ability to interpret and apply legislation, policies and procedures.
6. Demonstrated research, conceptual thinking, analytical and problem solving skills with the ability to apply these skills into decision making and the development and implementation of strategic initiatives.
7. Highly developed organisational skills with the proven ability to prioritise own workload and exercise initiative and innovative.
8. Highly developed communication, consultation, negotiation and conflict resolution skills with an open engagement style and the proven ability to work independently and as part of a team.
9. Demonstrated experience in the use of Microsoft Office, geographical information systems, Data Management systems and Waste Management Systems.
10. Current Class C driver's licence.

Highly Desirable

1. Post graduate qualifications in environmental/waste planning, education and/or management.
2. Proven customer service focus.
3. Proven ability to develop and coach others.

SIGNATURE

Employee

Full Name:

Signature:

Date:

