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| **Title** | Environmental Coordinator |
| **Classification/Grade/Band** | Band 3 Level 2 |
| **Group/Unit/Section** | Roads Transport Drainage and Waste /Waste Services and Business Development/Waste Facilities |
| **Reports to** | Section Manager Waste Facilities |

**Vision**

A vibrant organisation doing great things.

**Purpose**

To provide valuable services that strengthen and support the Central Coast Community.

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Environmental Coordinator is to apply professional knowledge and experience across the research, project management and implementation of tasks associated with both environmental management and environmental statutory compliance across Council’s active and closed waste management facilities.

The position of Environmental Coordinator is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Coordinating the environmental monitoring and management of Council's waste management functions in accordance with Council’s strategic direction and statutory requirements (including facility EPA licences);
* Investigating issues in relation to environmental management across Council’s waste service functions and preparing responses in relation to issues raised by the NSW EPA, Department of Health, Department of Local Government, the community, and Council;
* Provision of specialist advice and tasks in relation to environmental engineering and management across such areas as active waste facilities, closed landfills and service contracts;
* Procurement and project management of environmental management and laboratory consultancy services;
* Keep up-to-date, provide specialist advice and implement solutions in relation to waste management legislation and best practice guidelines.
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* Policy and procedures are readily available but the jobholder is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction.
* Decisions affect the work and activities of others within the section or from a specific project team.
* The work of the jobholder influences the community within a specified service line through the application of technical skill or application of regulatory requirements.
* The jobholder is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
* Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials.
* Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

# Personal Attributes

* Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued.

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Identify customer service needs, understand customer perspectives and implement responsive solutions.
* Build cooperation and overcome barriers to information sharing and communication across teams/ units;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

**Business Enablers and Technical Skills**

* Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* Ensure that actions of self and others are focused on achieving organisational outcomes;
* Take account of financial implications and return on investment when planning financial transactions;
* Support compliance with records, information and knowledge management requirements of the organization;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Evaluate progress and identify improvements for future projects.

**Team Work**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives.

**QUALIFICATIONS**

**Essential**

* + Degree in Environmental Engineering, Environmental Science or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development.
  + Current Class C Driver’s license.

**EXPERIENCE**

* Demonstrated experience in contract management in environmental services;
* Demonstrated experience in waste disposal options, landfill environmental monitoring, operations and licensing;
* Project management skills and a practical ability to manage and deliver projects and/or applications;
* Extensive experience in investigating and reporting on environmental matters, including water quality monitoring.

Key Relationships

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| Internal | External |
| Unit Managers / ELT | Members of the public, residents and ratepayers |
| Section Manager/Team Leaders | Commercial, industrial, development representatives, (Council’s Contractors and representatives from EPA |
| Other Council representatives and Waste Services and Business Development Unit staff. | Community Organisations |
|  | Professional/Industry associations including unions |
|  | Consultants, solicitors and other professionals |
|  | State and Federal Government Agencies |
|  | Local business |