

## Position Description

### Environmental Officer (Education Water Efficiency)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** May 2018

#### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 1
Position limit within salary system: (20 Grade structure)	Grade 8 – Entry to Step 4
Status of position:	Permanent Part Time
Hours of work per fortnight:	42

#### Organisational relationships

Directorate:	Works and Civil
Section:	Open Spaces and Facilities
Team:	Waste & Sustainable Services
Work base:	Grafton
Position responsible to:	Senior Waste and Sustainability Officer
Level of support and supervision:	Medium
Level of personal management	Medium
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council
External contacts:	Contact with public and organisations

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting and standing

Frequent driving

Climbing steps and ladders

Manual handling associated with set up of promotional displays

### Purpose of the position

To implement Council's water efficiency program by developing, implementing and evaluating environmental education programs, primarily in the area of water efficiency and sustainability.

### Major duties and responsibilities

Develop and deliver a range of community water education and participation programs, which encourage community participation in water efficiency measures and programs as outlined in the Regional Water Efficiency Program.

Assist with the delivery of a range of waste, environmental and sustainability education and promotion programs.

Design and produce educational resource material, newsletters, brochures, advertisements, etc including the quarterly water rates newsletter.

Liaise with appropriate staff from partner Councils and other stakeholders to deliver a uniform approach to water efficiency measures.

Coordinate Councils water efficiency rebate/retrofit rainwater tank schemes and the Waterwise schools program.

Undertake water audits at schools, Council facilities and commercial/industrial premises.

Provide professional advice to external and internal stakeholders on water efficiency and sustainability issues including customer enquiries regarding water consumption, metering and pricing.

Carry out general clerical duties including the preparation of correspondence and reports.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### **Education and knowledge**

Tertiary qualification in a relevant field; or demonstrated equivalent relevant industry experience

Knowledge of environmental and sustainability issues particularly in relation to water efficiency

#### **Licences/tickets, clearances, membership**

Current Child Protection (Working With Children) Check Number or APP Number

### Essential selection criteria

Current Drivers Licence

#### Experience

Demonstrated experience in a related education/environmental field

#### Position related skills

Demonstrated ability to communicate effectively utilising a range of communication strategies (i.e. written, face to face and digital media)

Demonstrated well developed written and verbal communication skills

Demonstrated aptitude to run workshops and present to groups of various ages

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

Certificate IV in Training and Assessment

#### Experience

Demonstrated experience in the development of environmental education programs

Demonstrated ability to prepare training plans and deliver face to face training and learning

Demonstrated experience in a water industry position

#### Position related skills

Sound Microsoft Office and desktop publishing skills and experience to support the production of newsletters, brochures and promotional material

### Other features of this position may include

Occasional requirement to deliver educational programs outside normal working hours (including weekends) under a flexible working arrangement

### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Generic performance requirements**

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

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**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*

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