



## INFORMATION PACKAGE

### POSITION VACANT

**PROJECT OFFICER – BUSINESS WATER EFFICIENCY (PART TIME)**

**12 MONTHS FIXED TERM**

**REF NO: ESC226**

**CLOSING DATE: 4.30PM WEDNESDAY 15 MAY 2019**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Mark Shorter on (02) 4474 1373



**Collaboration Respect Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.



## Position Description

### Project Officer – Business Water Efficiency (Part Time)

<b>Position Code</b>	TBUSWAT
<b>Division</b>	Environmental Service
<b>Location</b>	Based from Council's main office, Moruya
<b>Band/Level</b>	Administrative / Technical / Trades Band 2 Levels 2-3

#### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

<b>Our values</b>	<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To support the delivery of water saving programs to large water users in the Eurobodalla.

## Main duties and key result areas (KRA)

1. Undertake water saving programs with key non-residential water customers in the Shire, including an assessment of options for improved water efficiency and quantifying anticipated resource and cost savings.  
*KRA: Water saving programs are delivered for high water users.*
2. Provide advice and ongoing liaison on water efficiency and demand management to project participants and assistance with scoping water saving projects for each site.  
*KRA: Water efficiency measures adopted by project participants, resulting in measurable reductions in water demand.*
3. Undertake ongoing data analysis of site water consumption to monitor the success of individual elements of each water saving project.  
*KRA: Appropriate data collected for reporting on project success.*
4. Participate in community events where required.  
*KRA: Community events attended where required.*
5. Undertake administrative tasks relevant to the position including all correspondence, management, budgetary and statutory reporting and customer responses.  
*KRA: Administrative tasks including all correspondence, management, budgetary and statutory reporting and customer responses relating to the role are carried out in accordance with project timeline and budget requirements. Enquiries are resolved and responded to within agreed standards and timeframes.*
6. Prepare reports, briefing notes, presentations, web and media updates for council staff, councillors and the public, reporting on the progress and implementation of the program. Provide written and/or verbal and face to face responses to customer requests for information.  
*KRA: Clear, concise and accurate reports are prepared in accordance with Council standards, practices, and adopted timeframes. Public enquiries are responded to promptly and accurately. Communications and marketing materials are developed to a high standard. Website material is current and comprehensive. Media promotion and advertising are undertaken as required.*
7. Monitor, evaluate and report on the effectiveness of programs.  
*KRA: Program effectiveness is monitored and measured and communicated to council and the community.*

8. Follow EEO and diversity principles and practices.  
KRA: Work practices are compliant with EEO and diversity policies and procedures.
9. Within Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.  
*KRA: Council's WHS Policy and procedures complied with.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Tertiary qualifications in a related field and/or suitably developed industry experience.
2. Experience and understanding of water auditing techniques, water saving solutions and technical issues.
3. Experience and understanding in engaging and collaborating with businesses.
4. Well-developed written and verbal communication skills, strong conflict resolution skills and facilitation skills.
5. Practical experience in project planning, management, report writing, record keeping, funds management, prioritising work with conflicting deadlines, monitoring and evaluation.
6. Ability to work both independently and effectively within a team
7. Computer literacy with specific expertise in MS office applications (Word, Excel, Access, PowerPoint) and potential to use Council's Geographic Information and financial systems.
8. Current Class C licence.
9. Willingness and ability to follow EEO and diversity principles and practices.
10. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

### Desirable

1. Experience in conducting water audits of commercial/industrial water users.
2. Experience building relationships with businesses, particularly in the Eurobodalla region.

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

**EMPLOYEE:** Vacant Position  
**SUPERVISOR:** Mark Shorter  
**DATE:** April 2019

## CONDITIONS OF EMPLOYMENT

Position Title:	Project Officer – Business Water Efficiency (Part Time)
Reference Number:	ESC226
Grading:	Grades 12-14 of Council's salary system
Salary Range:	In the range of \$38.94 to \$44.98 gross per hour comprised of: * \$35.56 to \$41.08 base salary, plus * \$3.38 to \$3.90 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Part-time, 14 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday  ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave Entitlements:	Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL DIVISION CHART

