

Melton City Council

MERI Officer

Position Description

PD: 00282

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	MERI Officer
Directorate	Planning & Development
Service Unit/ Department	Environment & Waste
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Environment & Sustainability
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• Councillors• Council staff across the organisation
External liaisons	<ul style="list-style-type: none">• Members of the community and community groups• NGOs• Other councils• Public authorities & agencies• State & Federal government departments

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Assist in the evaluation and implementation of policies and strategies, and reporting of outcomes, in conjunction with internal and external stakeholders to assist Council to achieve environmentally sustainable development.
- Facilitate and deliver an engagement and consultation process across Council Departments, stakeholders and the community to inform a continuous evaluation, updating and improvement of Council's environment and water policy framework

5. Key responsibility areas

- Review and update Council's Environment Plan and IWM Plan that responds to the requirement for the social, economic and environmental viability and sustainability of the municipality.
- Coordinate and support project performance reporting requirements and lead and develop processes and systems to improve reporting.
- Collect data to support reporting on Council's environment policies, programs and plans, both internally and externally.
- Provide support to Council-wide working groups to facilitate the implementation of environment policies and plans.
- Facilitate dynamic and effective partnerships to strengthen the capacity of Council departments to formulate their own solutions to environmental risks and opportunities.
- Develop other environmental policies and strategies that may be required from time to time.
- Be responsive to the changing global and local policy environment and be able to provide Council with appropriate policy and strategic responses.
- Liaise with state and federal government agencies on environmental policy issues

6. Accountability and extent of authority

- Plan, program, and implement a range of engagement and consultation processes across Council business units under the guidance of the Coordinator Environment & Sustainability.
- Deliver environmental policy under the guidance of the Coordinator Environment & Sustainability.
- Determine and action routine decisions independently under direction from the Coordinator Environment & Sustainability.
- Authority set by clear regulations, policies, and budgets.

7. Judgement and decision making

- Decision making in relation to complex environmental, sustainability and integrated water management policy matters with guidance and advice usually available from the Coordinator Environment & Sustainability.
- Draw on previous experience and training to resolve new and complex problems.
- Display initiative, innovation and creativity when approaching all aspects of the position.

8. Specialist skills and knowledge

- Manage engagement strategies including excellent facilitation, problem solving and relationship management skills.
- Relevant skill in implementing and evaluating policy and strategy including the skills to be able to respond to policy changes in a proactive manner.
- Demonstrated experience in monitoring, evaluation and reporting relevant to environment, sustainability, biodiversity and integrated water management policy contexts
- High level research skills including the ability to undertake a consultative model of policy development or evaluation with stakeholders.
- A proven capacity to analyse and resolve complex issues in a creative manner.
- Project management skills.

9. Management skills

- Project management skills and an ability to work to prescribed timelines to deliver on agreed outcomes with limited supervision.
- Excellent time management skills.
- Be adaptable and responsive to consultation processes and outcomes.
- Assess complex information, make decisions and achieve goals.
- Develop and maintain effective networks.

10. Interpersonal skills

- Excellent communication skills (written and verbal) including the ability to appropriately adapt the communication style to the audience.
- Liaise successfully with a wide range of stakeholders, such as internal and external stakeholders including all levels of Council employees, the community, State, and Federal agencies.
- Build relationships and gain cooperation with stakeholders of varied levels of understanding or experience.
- Pro-active and positive in all dealings both within the organisation and externally.
- Work positively and productively with multidisciplinary teams and individually.

11. Qualifications and experience

- Tertiary qualification relevant to the role such as environmental management, policy development, environmental education, environmental engineering or related field with relevant experience or lesser formal qualifications with substantial experience in community consultation and policy development.
- Experience in engagement and meaningful consultation with internal and external stakeholders.
- Current valid Victorian Driver Licence.

12. Key Selection Criteria

1. Tertiary qualification in environmental management, policy development, environmental education, environmental engineering, a related field with relevant experience, or lesser formal qualification with substantial experience.
2. Demonstrated experience in meaningful consultation with internal and external stakeholders that results in the development, evaluation or improvement of policy



3. Demonstrated high level skills in managing engagement strategies including excellent facilitation, problem solving and relationship management skills.
4. Understanding and interest in environmental, sustainability, integrated water management and biodiversity issues.
5. Excellent communication skills (written and verbal) including the ability to adapt communication styles to effectively engage with a wide range of stakeholders, such as internal and external stakeholders including all levels of Council employees, the community, state and federal agencies.
6. Demonstrated ability to work individually and as part of a multi-disciplinary team.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Environment and
Waste

September 2022

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

