**POSITION DESCRIPTION**



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| **POSITION TITLE:** | Sustainable Communities Project Officer | |
| **POSITION NO:** | 3672 | |
| **CLASSIFICATION:** | Band 5 (fixed term role to June 2024) | |
| **AWARD / LWAA:** | Moreland City Council Enterprise Agreement | |
| **DEPARTMENT:** | | City Futures |
| **BRANCH:** | | City Change |
| **WORK UNIT:** | | Sustainable Communities |
| **REPORTS TO:** | | Zero Carbon Campaigns Lead |
| **SUPERVISES:** | | NIL |
| **PREPARED BY:** | | Zero Carbon Campaigns Lead |
| **APPROVED BY:** | | Sustainable Communities Unit Manager |



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

1. **POSITION OBJECTIVES:**

* To develop, implement, monitor and review an active transport (walking, riding bicycles or scooters) behaviour change pilot / program targeting upper primary school students.
* Work collaboratively with other areas of Council to support delivery and monitoring of integrated active travel behavioural change initiatives supporting goals and objectives in the Moreland Integrated Transport Strategy and Sustainable Transport direction in the Zero Carbon Moreland – Climate Emergency Action Plan (ref # Actions 1.2 and 3.2).
* As needed (and pending capacity) provide project / program support for other behaviour change initiatives of the Sustainable Communities Unit.

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| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

1. **KEY RESPONSIBILITY AREAS:**

**Behavioural Change Program**

* Deliver a pilot active transport behaviour change project leading the planning, administration, procurement, liaison with schools, and monitoring.
* Support marketing and promotion of the program to schools and the Moreland Community.
* Assist in the development of the evaluation and monitoring framework and undertake monitoring, data collection and reporting activities to support refinement and scale of program post-pilot.
* Engage, maintain linkages and provide support to schools, program participants and delivery partners.
* Liaise with other Council staff including Transport, Youth Services, Research, Community Engagement and Cultural Development.
* Review and investigate best practice strategies and research for active travel behavioural programs.
* Investigate additional sources of funding to support program activities.

**Continuous Improvement**

* Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

**Occupational Health & Safety**

* Contribute to the achievement of a safe and healthy environment by working in accordance with Council’s OHS Policy and Procedures**.**

Environmental Sustainability

* Incorporate Council’s environmental sustainability objectives and targets into projects and programs.
* Promote and participate in a culture of environmental sustainability.

Diversity & Equity

* Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Records Management

* Ensure that complete and accurate records relating to business activities are maintained and stored in Council’s electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

**Other duties**

* Required to undertake other duties as directed.

1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Zero Carbon Campaigns Lead

**Supervises:** Nil

**Internal Liaison:** Sustainable Communities Unit, Transport, City Change, Communications, Community Engagement, Strategy and Research, Arts and Culture, Youth Services.

**External Liaison:** Schools, sustainable transport and behaviour change officers at other local councils, external suppliers and consultants, community organisations (eg. CERES, Bicycle Network), government agencies (eg. VicHealth) etc.

#### JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 5 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5)

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

* Accountable to the Zero Carbon Moreland Campaigns Lead for the performance of all duties.
* Work largely independently, with routine activities undertaken with minimal supervision.
* Deliver actions for the active transport behavioural change program within agreed timelines and budget.
* Has input into program development relating to active transport behavioural change programs.
* Provide accurate information and relevant advice to delivery partners and other internal and external parties, about Council’s behavioural change programs.
* Freedom to act is subject to regulations, policies and regular supervision.

1. **JUDGEMENT AND DECISION MAKING:**

* Exercise sound judgement in problem solving and providing advice to the community, schools, organisations, stakeholders and individuals on active travel.
* Exercise sound judgement in establishing processes for recording information about program participants.
* Responsible for the provision of detailed, specialised reports on active transport behavioural change programs.
* Awareness and sensitivity to Council’s reputation whilst working with the community
* Guidance and advice would be available.

1. **SPECIALIST KNOWLEDGE AND SKILLS:**

* Knowledge and relevant experience in developing, implementing and evaluating behaviour change programs.
* Strong understanding of active transport and travel benefits, barriers (real and perceived) and enablers (both infrastructure and cultural) and an understanding of integrated sustainable transport outcomes.
* Ability to influence in an effective manner and build relationships in the community and across the organisation.
* Strong project management and monitoring and evaluation skills.
* Technical proficiency in producing quality reports, presentations, maintaining and managing data and information using MS office and various other software.

1. **MANAGEMENT SKILLS:**

* Demonstrated organisational, administrative and time management skills, inclusive of priority setting in order to achieve goals and objectives and flexibility to accommodate changes where required, to ensure the delivery of programs.
* Willingness and ability to work independently, support others, and work in a team.

1. **INTERPERSONAL SKILLS:**

* Highly motivated and proven ability to gain cooperation and sustain positive working relationships from a range of stakeholders from different social and cultural backgrounds.
* Excellent verbal and written skills, demonstrating a high level of accuracy and delivering information of a consistently high quality, delivered clearly and articulately.
* Capacity to gain cooperation and assistance from a range of people.
* Ability to professionally represent Council at public meetings.

1. **QUALIFICATIONS AND EXPERIENCE:**

* Tertiary qualification in a relevant field or lesser formal qualifications with experience in a relevant field. (Relevant field includes: community development, behavioural sciences, public health, marketing, sustainability, education, arts, social science).
* Relevant experience in community development and/or community education, behavioural change programs, active transport programs; and project management.
* Current Working with Children Card required.

1. **PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK** **ANALYSIS**

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| --- | --- | --- | --- | --- |
| **Condition/Activity** | Constant | Frequent | **Occasional** | **N/A** |
|  |  |  |  |  |
| Manual handling weights -above 10kgs  -below 10kgs | ( )  ( ) | ( )  ( ) | ( )  (X) | (X)  ( ) |
| Manual handling frequency | ( ) | ( ) | ( ) | (X) |
| Repetitive manual work | ( ) | ( ) | ( ) | (X) |
| Repetitive bending/twisting | ( ) | ( ) | ( ) | (X) |
| Working with arms above head | ( ) | ( ) | ( ) | (X) |
| Lifting above shoulder height | ( ) | ( ) | ( ) | (X) |
| Using hand tools – vibration/powered | ( ) | ( ) | ( ) | (X) |
| Operating precision machinery | ( ) | ( ) | ( ) | (X) |
| Close inspection work | ( ) | ( ) | ( ) | (X) |
| Wearing hearing protection | ( ) | ( ) | ( ) | (X) |
| Wearing eye protection | ( ) | ( ) | ( ) | (X) |
| Working in dusty conditions | ( ) | ( ) | ( ) | (X) |
| Working in wet/slippery conditions | ( ) | ( ) | ( ) | (X) |
| Wearing Gumboots | ( ) | ( ) | ( ) | (X) |
| Wearing safety shoes/boots (steel cap) | ( ) | ( ) | ( ) | (X) |
| Working with chemicals/solvents/detergents | ( ) | ( ) | ( ) | (X) |
| Washing hands with soap (hygiene) | ( ) | (X) | ( ) | ( ) |
| Working at heights | ( ) | ( ) | ( ) | (X) |
| Working in confined spaces | ( ) | ( ) | ( ) | (X) |
| Working in chillers (+4 degrees C) | ( ) | ( ) | ( ) | (X) |
| Performing clerical duties | ( ) | (X) | ( ) | ( ) |
| Working on a keyboard | (X) | ( ) | ( ) | ( ) |
| Driving cars and/or trucks | ( ) | ( ) | (X) | ( ) |
| Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) | ( ) | |

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Other special features (e.g. nature of chemicals, travelling requirements, etc):

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1. **KEY SELECTION CRITERIA**

* Demonstrated knowledge and experience in developing, implementing and evaluating behaviour change programs.
* Experience in and/or a tertiary qualification in a relevant field such as: community development, behavioural sciences, public health, marketing, sustainability, education, arts, social science.
* Proven ability to gain cooperation and sustain positive working relationships from a range of stakeholders from different social and cultural backgrounds.
* Excellent verbal and written skills, demonstrating a high level of accuracy and delivering information of a consistently high quality, delivered clearly and articulately.
* Desirable: Strong understanding of active transport and travel benefits, barriers (real and perceived) and enablers (both infrastructure and cultural) and an understanding of integrated sustainable transport outcomes

**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

###### Date / /

**(Staff member’s signature)**

**Date / /**

**(Supervisor/Manager’s signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**