

POSITION TITLE & NUMBER:	Environmental Projects Officer - Waste POS 030
DIVISION:	Planning and Environment
DEPARTMENT/SECTION:	Environment / Environmental Services
GRADE:	Grade 14

POSITION OBJECTIVE

- Implementation of strategies, projects and initiatives that result in successful sustainable waste reduction solutions within Council and wider community.
- Deliver projects, programs and services to support Council and wider community and become more environmentally sustainable through the implementation of Council's programs, policies and plans.
- Provide professional and progressive advice and take initiative on the principles of sustainable waste management.

KEY RESPONSIBILITIES AND DUTIES

- Manage sustainability/environmental and waste projects and initiatives from inception to completion
- Research, develop and participate in the implementation of projects, strategies, policies, guidelines and procedures that align with Council's commitment to environmental sustainability and waste services
- Promote and enhance waste and environmental awareness of the Strathfield community
- Represent Council at appropriate working groups and public forums, as required
- Enhance and promote the image of Council as effective, caring, courteous and professional.
- Develop and implement waste initiatives to improve Council's current work diversion roles.

KEY PERFORMANCE INDICATORS AND OUTPUTS

- Support the Coordinator, Environmental Services and the Coordinator, Waste Services in project and contract management for the department's environmental, sustainability and waste programs, as required.
- Identify and develop new initiatives/measures to improve performance of waste management and resource recovery towards net zero waste and circular economy.
- Preparation and roll-out of sustainability events and organise a well-coordinated and sustainable works program.
- Administration and management of tenders, tender specifications and contracts for environmental, sustainability and waste projects.
- Responsible for input into policy development on environmental issues and departmental business planning.
- Perform promotional and communication activities for the department's environmental initiatives.
- Review, update and implement initiatives and action items from Council's Waste Strategy.
- Develop and manage stakeholder and program partner (agency, community group, government) relationships for the successful delivery of projects and programs.

- Perform any grant administration and reporting functions.
- Comply with all relevant legislation and Council policies and procedures.
- Responsible for the quality and output of work and ability to meet work schedules and targets.
- Manage project budget allocations and ensure resources are used effectively.
- Provide a high level of customer service in responding to requests and complaints, and ensure that these are investigated in a thorough, prompt, fair and courteous manner.
- Identify, prepare, and implement waste management and resource recovery grants under the guidance of the Coordinator.
- Supervise projects and strategic initiatives to facilitate sustainable waste management, resource recovery and circular economy.
- Demonstrate effective communication to Coordinator, Environmental Services and larger team on progression of programs and initiatives on a regular basis.
- Develop, implement and evaluate Community Environmental Education Programs in collaboration with Environmental Services team.
- Provide advice on leading waste technologies, innovations and systems where required.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator, Environmental Services
Supervises:	Nil
Internal Stakeholders:	General Manager Directors Section Managers Other Council Employees
External Stakeholders:	Residents Business owners NSW State Agencies Community, State and Local Government Authorities Public interest groups

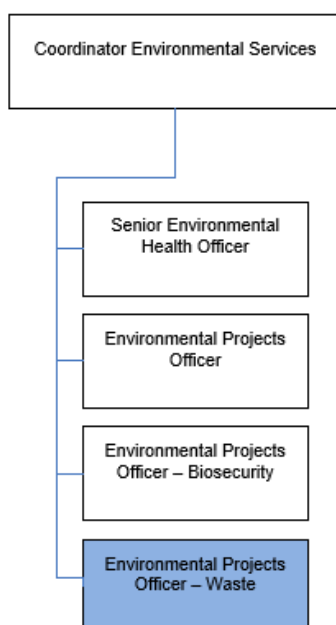
ADDITIONAL INFORMATION

- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2020, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence and training.

SKILLS AND ATTRIBUTES

- Waste Management
- Waste Planning
- Environmental Assessment
- Environmental Education
- Environmental Compliance

ORGANISATIONAL CHART



QUALIFICATIONS

- Tertiary qualifications in Environmental Science or equivalent
- Current SEINS certificate

KEY SELECTION CRITERIA

- Qualifications as specified above in 'Qualifications' section
- Minimum three years' experience in the environment and waste field, including the contract and project management experience, development and implementation of sustainability/waste initiatives, policies, plans of management and delivery plans.
- Excellent interpersonal skills including staff and community consultation, conflict resolution and negotiation skills.
- Demonstrated experience in grant administration and reporting.
- Experience in the design, implementation and management of community engagement programs.
- Demonstrated high level of organisational skills to manage multiple tasks, exercise initiative and meet targets.
- Ability to work flexible hours, including weekends and evenings, when required.
- Current class C driver's license.

APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____