



Town of Cottesloe

POSITION DESCRIPTION

Coordinator Environmental Projects

Position Title:	Coordinator Environmental Projects
Agreement/Award	Enterprise Agreement
Department:	Engineering Services
Reports to:	Manager Engineering Services
Tenure:	Full Time

Date Issued: February 2018

Review Date: October 2018

POSITION SUMMARY:

The Environment Projects Officer will be responsible for the development, implementation and management of environmental policies, projects and programmes for the Town of Cottesloe.

1. OBJECTIVES

1.1 Objectives of Position:

-) To develop, implement and manage environmental and sustainability policies, projects and programmes for the Town of Cottesloe.

1.2 Within Department:

-) To provide professional advice
-) Coordinate environmental and sustainability programmes

1.3 Within Organisation:

-) Liaise with the Manager Engineering Services, public, public authorities, contractors and consultants on environmental matters.
-) Provide input and advice with regards to decision making at Council and Committee meetings.

2. REQUIREMENTS OF THE JOB

2.1 Skills & knowledge

-) Demonstrated ability to present information on environmental and sustainability matters, procedures, processes and results to a wide range of audiences.
-) Demonstrated highly developed personal skills in dealing with community stakeholders, government departments, consultants, contractors, and employees.
-) Ability to work under limited supervision and as part of a multi-disciplinary team, having an appreciation of current organisational needs.
-) Ability to analyse data, evaluate results and make appropriate recommendations delivering best outcomes.
-) Excellent written and verbal communication skills are essential.
-) High level of computer skills, including advanced knowledge and ability on Microsoft suite of products.
-) Project management skills, including the ability to work to deadlines, prioritise competing projects, and complete works to scope within allocated budget that meets stakeholder expectations.
-) Good analytical and problem solving skills with the ability to research, interpret technical information and develop innovative solutions.
-) Strong customer service focus.
-) Thorough working knowledge of key environmental issues that includes the development and implementation of urban forest strategies.

-) Knowledge of coastal environmental matters including dune rehabilitation and Fish Habitat Protection Areas and coastal adaptation and protection.
-) Knowledge of the potential negative environmental impacts of Council operations and methods of mitigating them.
-) Knowledge of integrated transport planning and implement initiatives that promote the use of sustainable modes of transportation.
-) Knowledge of the OS&H Act and associated regulations (desirable).
-) Knowledge of local government processes and reporting procedures.

2.2 Experience

-) Proven experience in communicating and disseminating information to a range of audiences, particularly community groups, schools and specific interest groups.
-) Demonstrated experience in project planning and implementation with a range of community stakeholders and groups.
-) Demonstrated ability to deliver a customer oriented service in community and stakeholder engagement and liaison.
-) Demonstrated understanding of Local Government operations in relation to procurement and other administrative procedures .
-) Demonstrated extensive experience in coastal environmental management.

2.3 Qualification and/or Training

-) Degree in Environmental Science, Environmental Management (or similar) or substantial experience within the relevant industry.
-) Current "C" class Motor Driver's Licence.

3. KEY DUTIES/RESPONSIBILITIES

-) coordinates all environmental and sustainability-related projects for the Town including dune rehabilitation, coastal adaptation and protection, urban forest strategy, fish habitat protection area and TravelSmart initiatives (cycling, walking and public transport).
-) Prepares reports, correspondence and other documents, including reports for Council and attends meetings as and when required.
-) Liaises and provides support to the community on environmental matters.
-) Liaises with and provides support to executive management including the provision of advice on environmental matters.
-) Source and manage grants in the area of environmental projects, including project planning, reporting and acquittals.
-) Liaise with external stakeholders to coordinate and implement regional initiatives.

-) Develop and implement new environmental initiatives to further Council's commitment to the environment.
-) Coordinate and supervise contractors, consultants and volunteer groups as required.
-) Implement action plans at a local level for regional studies undertaken by the Western Suburbs Regional Organisation of Councils (WESROC).
-) Identify commonalities and opportunities for resource-sharing within WESROC local governments towards environmental ends.
-) Monitor information from external and internal sources relevant to community and environmental in the region.
-) Advise Council on measures to reduce the environmental impacts of its operations, including Greenhouse Gas emissions.

4 ORGANISATIONAL RELATIONSHIPS:

4.1 Responsible to:

Manager of Engineering Services

4.2 Positions Reporting:

External Consultants and Contractors

4.3 Internal:

Other staff and employees of the Town

4.4 External

Ratepayers/General Public

Consultants

Works & Service Providers

Public Utilities and Authorities

Government Departments

Coastcare

WESROC

5 EXTENT OF AUTHORITY

Operates under the limited direction of the Manager Engineering Services within established guidelines, procedures and policies of Council and the statutory provisions of the Local Government Act and other legislation.

6 EMPLOYMENT CONDITIONS

7 OHS REQUIREMENTS

-) Follow all Occupational Health and safety guidelines, policies and procedures.
-) Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
-) Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.

8 SELECTION CRITERIA

-) **Degree in Environmental Science, Environmental Management (or similar) or substantial experience within the relevant industry.**
-) **Previous experience in managing the design and construction of environmental related projects such as urban forest strategy, natural areas and sustainability initiatives**
-) **Demonstrated ability to deliver multiple competing projects within agreed scope, budget and quality standards in an intense political environment**
-) **Demonstrated team leadership and direction towards agreed outcomes**
-) **Evidence of having previously provided a high standard of customer service**
-) **Demonstrated understanding of procurement processes and policies within a public organisation**