



# Town of Cottesloe

## POSITION DESCRIPTION

### Coordinator Environmental Projects

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

Date Issued: February 2018

Review Date: March 2021

## **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 Director 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:**

Director 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 Director 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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Director Engineering Services

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive Officer