

POSITION DESCRIPTION

Environment Restoration Plan Projects Officer (POS1158)

Directorate:	City Infrastructure and Environment	Department:	City Environment
Position Grade:	13	Reports to:	Coordinator Environment Management
Last review:	April 2021	Next review:	June 2022
		Version No.:	3.0

Position purpose:

To aid the Environment Restoration Plan Program Leader in delivering the Environment Restoration Plan (ERP) program by contributing to the planning, project management, and implementation of the Environment Restoration Plan projects and programs within the City of Liverpool.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assisting and supporting the ERP Program Leader in delivering the Environment Restoration Plan for the City of Liverpool, undertaking assigned tasks.
- 2) Developing, implementing and evaluating existing and future ERP projects and programs within allocated timeframes and budgets.
- 3) Undertaking record keeping and administration tasks for ERP programs including but not limited to the preparation of reports and promotional material.
- 4) Value-adding to the Environment Restoration Plan by leveraging funding and assisting in delivering grant funded projects.
- 5) Liaise and foster relationships with key stakeholders including contractors, consultants, internal staff, other councils and community.
- 6) Following Council's policies and procedures when carrying out work to ensure risks are managed and reporting all incidents, risks and issues to Management in a timely manner.
- 7) Other duties as directed by the manager, that is within the scope of your skills, competence and training.

Decisions made in the position:

- 1) Day to day administrative tasks in relation to delivery of the Environment Restoration Plan.
- 2) Engagement with internal and external stakeholders to provide information, education and support for ERP projects and programs.

Decisions referred:

- 1) Any expenditure
- 2) Changes required to policy and procedures

Key issues/challenges:

- 1) Coordinating and setting priorities in relation to delivery of ERP programs
- 2) Being flexible and able to adapt to and accommodate changes to work priorities
- 3) Implementing customer service principals in the delivering of all aspects of the ERP program
- 4) Delivery of projects and programs within a project management framework

Key working relationships:

- ERP Program Leader
- Members of the Public

POSITION DESCRIPTION

Environment Restoration Plan Projects Officer (POS1158)

- Other Council staff and Departments
- Environment Volunteers
- External stakeholders including contractors

POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Environmental Science, Natural Resource Management or a related field
- Current Class C Drivers Licence

Experience

- Demonstrated experience in the development and delivery of environmental projects and/or programs
- Experience in the management of work programs within a timetable, within budget and specified standards to deliver outcomes
- Experience in the development and delivery of promotional materials
- Experience in using relevant computer applications and appropriate systems

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated written and verbal communication skills
- Knowledge of Sustainability principles
- Knowledge of the principles of project management
- Knowledge the role of customer service in the Local Government environment
- Knowledge of the main environmental issues facing Local Government
- Demonstrated record keeping skills
- Ability to follow procedures

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Knowledge of or demonstrated experience in procurement and contract development
- Being flexible and able to adapt to accommodate changes in work priorities and ability to undertake tasks concurrently
- Understanding of the dynamics of environment volunteers and community groups
- Ability to work as part of a team
- Understanding of the vegetation types of Western Sydney

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous