

Position/s Description

**Litter Prevention Project Officer (POSXXXX)**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>Directorate</b>              | Operations                          |
| <b>Department</b>               | Environment                         |
| <b>Business Unit</b>            | Georges Riverkeeper                 |
| <b>Reports to</b>               | Program Manager Georges Riverkeeper |
| <b>Number of Direct Reports</b> | 0                                   |
| <b>Position Grade</b>           | Grade 12   35 hours week            |
| <b>Employment Type</b>          | Temporary/full time                 |
| <b>Primary Location</b>         | Rose St Depot                       |
| <b>Date Approved</b>            | July 2026                           |

**Our Culture**

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING  
TOGETHER**



**COMMUNITY  
FOCUS**



**ACCOUNTABILITY**



**GROWTH &  
DEVELOPMENT**



**INNOVATION**



**Intent and Primary Purpose of the Position/s**

To coordinate and lead the implementation of the Georges River Litter Prevention Roadmap developed under the NSW Environmental Protection Authority Litter Prevention Grant Program. This role will progress the implementation of the Georges River Litter Prevention Strategy and support Georges Riverkeeper and its members to meet local and regional litter prevention targets.

This role will suit a sustainability or environmental management professional with strong project management capability, stakeholder engagement and behaviour change experience and a passion for improving litter and waterway health outcomes.

The Georges Riverkeeper is a not-for-profit organisation that provides a catchment wide approach to the management of the Georges River. The organisation is hosted by Liverpool City Council, who provides administrative and recruitment support, but all Georges Riverkeeper staff are employees of the Georges Riverkeeper.

| <b>Position Outcomes and Accountabilities</b>                                                                                                                                                                                                                                                 |                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Outcomes Delivered</b>                                                                                                                                                                                                                                                                     | <b>Performance Standard</b>                                                                                                                       |
| Establish Georges Riverkeeper's role in litter prevention                                                                                                                                                                                                                                     | Governance framework established and Year 1 implementation priorities endorsed.                                                                   |
| Establish new local KLIS monitoring sites and support EPA & DCCEEW to continue the existing quarterly program.                                                                                                                                                                                | Appropriate sites selected and monitored regularly using evidence gathered to direct project resources.                                           |
| Support member councils to build litter prevention capacity                                                                                                                                                                                                                                   | Communications and engagement activities, and litter prevention training delivered to member councils in accordance with the Communications Plan. |
| Engage with stakeholders and community - Identify and promote opportunities for community participation in litter prevention initiatives, including monitoring, clean-ups and education activities.                                                                                           | Stakeholder network established, partnership meetings completed and collaboration opportunities identified.                                       |
| Support strategic litter prevention with monitoring and data - Identify Australian Litter Measure (ALM) monitoring locations and undertake baseline monitoring across representative land uses within the catchment.                                                                          | Catchment-wide ALM monitoring program established and baseline litter dataset completed.<br><br>Streets to Sea Expression of Interest submitted.  |
| Stakeholder Mapping: Conduct comprehensive stakeholder mapping and engagement by identifying, profiling, and meeting with key organisations, local contacts, and community groups to establish a unified collaboration network and contact database for aligned litter prevention activities. | Community and stakeholder contact database developed.                                                                                             |
| Prepare an annual litter monitoring report summarising monitoring results, key findings and recommendations for member councils.                                                                                                                                                              | Annual litter monitoring report completed and shared with member councils.                                                                        |
| Effective use of Council systems to monitor performance, ensure compliance, and support decision making.                                                                                                                                                                                      | 100% compliance with reporting and auditing requirements; accurate, timely reporting.                                                             |

| <b>Decision Making Authority and Responsibilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision Making</b>                                | <ol style="list-style-type: none"> <li>1) Day to day management of projects and programs assigned to be implemented.</li> <li>2) Engagement with internal and external stakeholders to provide information and support for litter management and education projects.</li> <li>3) Decisions related to undertaking safe fieldwork including site inspections and data collection</li> </ol>                                                                                                                        |
| <b>WHS Responsibilities</b>                           | <ol style="list-style-type: none"> <li>1) Ensure a safe working environment by following WHS legislation, Council policies and safe work procedures</li> <li>2) Identify and report hazards, incidents and risks promptly, and support staff in doing the same</li> <li>3) Promote safe work practices during inspections, site visits and office-based activities</li> <li>4) Ensure staff understand and use appropriate PPE and follow WHS requirements relevant to their duties</li> </ol>                    |
| <b>Enterprise Risk Management Responsibilities</b>    | <ol style="list-style-type: none"> <li>1) Identify, assess and manage operational risks across building regulation and fire safety functions</li> <li>2) Apply Council's ERM Framework, ensuring risks are documented, monitored and escalated when required</li> <li>3) Promote a risk-aware culture by supporting staff to follow policies, procedures and quality assurance processes</li> <li>4) Maintain accurate, defensible records to support compliance, audit and regulatory decision-making</li> </ol> |
| <b>Financial Delegation</b>                           | As per relevant delegation schedules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| <b>Key Relationships</b>                                                                     |                                                                    |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Who</b>                                                                                   | <b>Why</b>                                                         |
| Georges Riverkeeper Program Manager                                                          | Manages day to day operations and staff of the Georges Riverkeeper |
| Georges Riverkeeper Committee (Councillors, Industry Stakeholders, Council Staff, Community) | Decision maker of programs and expenditure                         |
| NSW Environmental Protection Authority                                                       | Grant funding body and reporting directly on grant outcomes        |
| Host Council Officers                                                                        | Members of Georges Riverkeeper and program participants            |
| Member Council Officers Industry and Community Stakeholders                                  | Consult and engage with all stakeholders                           |
| Suppliers and Contractors                                                                    | As required to implement Litter Prevention Roadmap                 |

| Position Requirements                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Qualifications, Knowledge, Skills and Experience                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Essential:</b>                                                                                                                | <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Tertiary Qualifications in Environmental Science, Education, Natural Resource Management or a related field or relevant industry or extensive job-related experience.</li> <li>• Current Class C Drivers licence</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to develop, implement and evaluate projects</li> <li>• Demonstrated experience in a similar role</li> <li>• Experience in communicating, consulting and liaising effectively with a range of stakeholders</li> <li>• Demonstrated ability to produce high quality work, within strict deadlines and with minimal supervision</li> <li>• Demonstrated ability to facilitate and work with multi-disciplinary teams</li> </ul> <p><b>Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity</li> <li>• Highly developed project management skills, with ability to effectively manage conflicting priorities and meet deadlines on time, within budget and quality standards.</li> <li>• Excellent interpersonal and negotiation skills, with the ability to present and communicate clearly and effectively to a broad range of stakeholders including community groups, elected representatives and senior management, and facilitate mutually agreed outcomes.</li> <li>• Strong analytical, problem solving and evaluation skills.</li> <li>• Knowledge and understanding of litter behaviour change principals and current resource recovery issues</li> </ul> |
| <b>Desirable (if applicable):</b>                                                                                                | <ul style="list-style-type: none"> <li>• Current First Aid Certificate</li> <li>• Understanding of local government structure, functions and processes.</li> <li>• Outcome oriented.</li> <li>• Positive/flexible attitude to responsibilities and working hours</li> <li>• Ability to prioritise workloads and work unsupervised</li> <li>• Experience working with Local Government</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Signature</b></p> <p><i>By signing below, I understand the contents and expectations of this position description.</i></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Name | Signature | Date |
|------|-----------|------|
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### Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describe the skills and abilities to perform a position at Council.

| <b>Core Capabilities</b><br><i>Applicable to all positions</i>                    | <b>Description</b>                                                                                                                |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Developing Self                                                                   | Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.                                                 |
| Being Accountable                                                                 | Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.                                 |
| Acting with Integrity                                                             | Behaves ethically, upholds values, and acts in the best interest of the organisation and community.                               |
| Communicating Effectively                                                         | Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.                                     |
| Working Collaboratively                                                           | Works well with others, builds teamwork, and fosters a supportive environment.                                                    |
| Having Resilience                                                                 | Bounces back from adversity, maintains positivity, and performs effectively under pressure.                                       |
| <b>Focus Capabilities</b><br><i>Most important to be effective in position</i>    | <b>Description</b>                                                                                                                |
| Commercial Nous/Acumen                                                            | The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.                     |
| Using Data for Decision Making                                                    | Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.                        |
| Influencing and Negotiating                                                       | Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.                      |
| Thinking Innovatively and Creatively                                              | Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.                   |
| Building Relationships                                                            | Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.                               |
| Delivering Outcomes                                                               | Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.                      |
| Focusing on the Community                                                         | Provides high-quality service, seeks feedback, and anticipates community needs.                                                   |
| Using Technology and Building Digital Literacy                                    | Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.                           |
| <b>People Management Capabilities</b><br><i>Required for leadership positions</i> | <b>Description</b>                                                                                                                |
| Inspiring Direction and Purpose                                                   | Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.                |
| Managing People                                                                   | Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.                    |
| Managing Reform and Change                                                        | Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.                 |
| Optimising Outcomes                                                               | Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.          |
| Practising Sustainability                                                         | Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals. |
| Valuing Diversity and Inclusion                                                   | Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.                         |