

# Position Description

## Coordinator Urban Environment

### Position Details

<b>Position Title</b>	Coordinator Urban Environment
<b>Classification</b>	EMRC Remuneration Band - Level 9
<b>Position Number</b>	A0029A
<b>Basis of Employment</b>	Full Time
<b>Team Name</b>	Sustainability Team – Urban Environment

### Position Objectives

- To provide support to the Manager Sustainability Team to lead and contribute to environmental, sustainability, community, economic development, digital and transport outcomes in Perth's Eastern Region through research, analysis, innovation and the provision of high-quality information, services and projects.
- To directly oversee the work carried out by Urban Environment Project Officers involved in sustainability across the areas of environment, economic development, digital, events and/or transport and provide coordination, management and delivery of these projects and services.
- To assist in the implementation and delivery of projects identified in the Regional Environment Strategy, Regional Economic Development Strategy, Regional Advocacy Strategy, Regional Digital Strategy and the Regional Integrated Transport Strategy.
- To undertake research and formulate submissions to address relevant regional issues.

### Within Organisation

- To achieve improved environmental and sustainability performance and outcomes, consistent with the objectives of the organisation.

### Measures of Performance

- The accuracy, relevance and timeliness of support, information and technical expertise of support provided to the Manager Sustainability and Chief Sustainability Officer.
- The accuracy, relevance and timeliness of support, information and technical expertise provided to internal and external clients.
- The timely achievement and reporting of project milestones, deliverables and Corporate Business Plan actions assigned to the position.
- The demonstration of behaviours aligned with the EMRC Organisational Values and Code of Conduct.

## Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

<b>Excellence</b>	Striving for excellence through the development of quality and continuous improvement.
<b>Recognition</b>	Valuing employees in a supportive environment that focuses on their wellbeing.
<b>Innovation</b>	Focus on innovative approaches in projects and service delivery.
<b>Responsiveness</b>	Dynamic and flexible service delivery.
<b>Integrity</b>	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

## Key Duties / Responsibilities

### Position Responsibilities

- Support the Chief Sustainability Officer and Manager Sustainability to deliver improved environmental and sustainability performance and outcomes, consistent with the objectives of the organisation.
- Lead, manage and direct Urban Environment Officers involved in sustainability across the areas of environment, economic development, digital, events and/or transport in the development, delivery and implementation of projects and services.
- Assist with the recruitment, induction, development, performance and wellbeing of Urban Environment Officers within the Urban Environment Team.
- Effectively manage workload and maintain business planning tools using efficient prioritisation and communication skills
- Develop, manage and implement projects identified in the Regional Environment Strategy, Regional Economic Development Strategy, Regional Advocacy Strategy and the Regional Integrated Transport Strategy.
- Liaise with stakeholders to implement projects, negotiate partnerships, and secure and manage funding, including facilitating and conducting workshops and meetings.
- Produce and analyse technical data to support project outcomes.
- Produce timely and professionally competent reports and advice.
- Develop, manage and implement processes within the Urban Environment team to monitor performance and ensure business deliverables can be achieved.
- Track and implement budgets for all projects within the Urban Environment Team.
- Review external policies and strategies and prepare advice and submissions considering implications for member Councils, and local and regional priorities. Identify and explore new trends and opportunities related to sustainability and sustainable development.
- Develop new and manage existing relationships with relevant Local, State and Federal Government agencies and other organisations to enable effective advocacy on relevant issues.
- Develop and coordinate submissions and advocacy on behalf of the Region on relevant strategies and policy.

## Occupational Safety and Health (OS&H) Responsibilities

- Ensure compliance with all statutory requirements.
- Ensure, as far as practicable, workers (including contractors and volunteers), service providers, customers and visitors are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work.
- Ensure that recommendations to improve safety and health management are acted upon.
- Ensure that all appointed contractors meet the EMRC's OSH criteria prior to, and during, contractual engagement and undertaking work for the EMRC.
- Conduct safety related toolbox and team meetings at regular and agreed intervals.
- Ensure that workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders are consulted regarding changes to procedures, premises, plant and equipment which may impact on safety and health.
- Ensure that workers (including contractors and volunteers) and other authorised persons do not commence any task without first reading the appropriate safe work procedures.
- Ensure planned workplace inspections are undertaken and documents in accordance with established inspection programme and legislative requirements.
- Ensure all tasks are risk assessed and appropriate controls according to the Hierarchy of the Controls implemented.
- Ensure that workers (including contractors and volunteers) are competent to undertake tasks allocated to them.

## Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

## Position Requirements

### Competencies

- Ability to lead, mentor and motivate employees.
- Ability to identify and explore new trends and opportunities related to sustainable development.
- Excellent time management and prioritisation skills, with the ability to meet deadlines, work under pressure and maintain a consistent level of professionalism.
- Excellent research, analytical, and problem solving skills.
- Ability to work across all aspects of sustainability in regional events, economic development, digital, advocacy, environment and transport.
- Ability to use software to produce and analyse technical data to support project outcomes.
- Excellent communicator; both written and verbal, with great 'people' skills.
- Ability to produce timely and professionally competent reports, grants, advice and submissions.
- Ability to assist in facilitating and conducting workshops and meetings.
- Ability to develop and implement a wide variety of projects within a team environment.
- Ability to be able to effectively liaise with and influence a diverse range of stakeholders.

## Experience

- Experience in leadership and management of employees.
- Experience in project development, implementation and management, preferably in the area of sustainability or sustainable development.
- Experience with policy review, research, analysis, preparation and writing of professional standard reports, grants and documents.
- Experience with stakeholder management and engagement.
- Experience with using data management and analysis software, preferably in the area of sustainability or sustainable development.

## Qualifications

- Formal qualifications in Environment, Sustainability, Sustainable Development, Planning or related discipline, or equivalent demonstrated experience.
- Current and valid WA 'C' Class Driver's Licence (or equivalent).

## Organisational Relationships

**Responsible to** A0035A - Manager Environment Services  
**Supervision of** A0030A – Sustainability Officer  
A0031A – Sustainability Officer  
A0075A – Strategic Projects Officer  
A0127A – Strategic Projects Officer  
External Consultants and contract Employees as required

**Internal and External Liaison**

<b>Internal</b>	All EMRC Management and Employees
<b>External</b>	Member and Client Councils Funding Bodies Key Regional Stakeholders Not For Profit Organisations Relevant Government Agencies (Federal and State) West Australian Local Government Association Professional Associations Educational Institutions Members of the General Public Consultants and Contractors

## Extent of Authority

- This position operates under limited supervision, is required to exercise a high degree of initiative and judgement, and has the authority to act within predetermined Council guidelines, policy and as delegated.

## Selection Criteria

### Essential

- Formal qualifications in Environment, Sustainability, Sustainable Development, Urban Planning or related discipline, or equivalent demonstrated experience.
- Demonstrated experience and ability to manage, lead, mentor and motivate employees.
- Demonstrated ability to liaise with and influence a diverse range of stakeholders to implement projects, secure and manage funding, and improve sustainability and sustainable development outcomes.
- Experience in developing and implementing innovative sustainability or sustainable development projects and services.
- Experience with policy review, research, analysis, preparation and writing of professional standard reports, grants and documents.
- Current and valid WA 'C' Class Driver's Licence (or equivalent).

### Desirable

- Knowledge of Local and State Government structures, practices and procedures.

## Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

---

<b>Date Last Reviewed</b>	July 2020
<b>Reviewed</b>	Manager Human Resources
<b>Updated</b>	Manager Human Resources
<b>Approved</b>	Manager Human Resources