

Sustainability Coordinator Environmental Services

(Position Reference: VAC18/13)

Applications Close: 5:00pm Friday, 11 January 2019

Our Vision

*To be a responsive and innovative leader in assisting Perth's
Eastern Region to be a great place to live, work, play and do
business.*



About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.

Our Mission

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

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

Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Rostered days off for designated full-time staff
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5% annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



About the Position Vacancy

Applications Close: 5:00pm Friday, 11 January 2019

Sustainability Coordinator

- An attractive salary package of up to \$85,169 per annum inclusive of 14.5% superannuation and 17.5% leave loading
- Work a 19 day month
- Belmont based location
- Leadership role

The Eastern Metropolitan Regional Council (EMRC) is a Perth-based Regional Local Government providing services in waste management, regional economic development and environmental management for Perth's Eastern Region.

Our highly successful Regional Services team is seeking an innovative, self-motivated and influential individual to oversee work carried out by project officers in the development and delivery of projects that support member Councils and other local governments to achieve sustainability outcomes.

With a diversity of work and responsibility for the development and management of challenging and innovative projects, this role will suit a specialist who has the ability to build and maintain effective partnerships with a wide range of stakeholders in the provision of high quality information, services and projects.

The successful Sustainability Coordinator will have extensive experience in delivering sustainability outcomes across the areas of environment, social, economic, transport, digital, events and advocacy.

Key position objectives

- To contribute to environmental, sustainability, community, economic development, digital and transport outcomes in Perth's Eastern Region information, services and projects.
- To directly oversee the work carried out by 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 to formulate submissions to address relevant regional issues.

To apply please submit your resume and a covering letter addressing your competencies, experiences and qualifications relevant to this role. Apply online www.emrc.org.au/employment.html or via post to Manager HR, VAC 18/13, Recruitment, PO Box 234, Belmont WA 6984

Wendy Harris
Acting Chief Executive Officer

For a confidential discussion about this role please contact Joanne Woodbridge, Manager Environmental Services on (08) 9424 2273 or 0416 473 408

The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability



POSITION DETAILS

POSITION TITLE:	Sustainability Coordinator
CLASSIFICATION:	Local Government Industry Award 2010 – Level 9
POSITION NUMBER:	A0029A
BASIS OF EMPLOYMENT:	Full Time
DIRECTORATE:	Regional Services
BUSINESS UNIT:	Environmental Services

POSITION OBJECTIVES

- To 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 projects 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.

POSITION REQUIREMENTS

Competencies

- 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.
- Ability to lead, mentor and motivate staff.

Experience

- Experience in leadership and management of staff.
- 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 or related discipline, or equivalent demonstrated experience.
- Current and valid WA 'C' Class Driver's Licence (or equivalent).

KEY DUTIES/RESPONSIBILITIES

Position Responsibilities

- Identify and explore new trends and opportunities related to sustainability and sustainable development.
- Lead, manage and direct projects 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.
- Effectively manage workload through prioritisation and communication.
- Develop, manage and implement projects identified in the Regional Environment Strategy, Regional Economic Development Strategy, Regional Advocacy Strategy, Regional Digital 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.
- Review external policies and strategies and prepare advice and submissions considering implications for member Councils, and local and regional priorities.
- Develop new and manage existing relationships with relevant Local, State and Federal Government agencies and other organisations to enable effective advocacy on relevant issues.

- Assist with the recruitment, induction, development, performance and wellbeing of projects officers involved in sustainability across the areas of environment, economic development, digital, events and/or transport.

Occupational Safety and Health (OS&H) Responsibilities

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

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.



ORGANISATIONAL RELATIONSHIPS

Responsible to

- A0035A - Manager Environmental Services

Supervision of

- A0030A – Environmental Projects Officer
- A0031A – Environmental Projects Officer
- A0075A – Strategic Projects Officer
- A0127A – Strategic Projects Officer
- External consultants and contract staff as required

Internal and External Liaison

Internal: All EMRC management and staff

External: 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

- 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).

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, or related discipline, or equivalent demonstrated experience.
- Demonstrated experience and ability to manage, lead, mentor and motivate staff.



Summary of Employment Conditions

Location	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
Hours of work	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
Special Conditions	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none">▪ Australian Work Visa; and/or▪ Copy of Australian Citizenship Certificate; and/or▪ Confirmation of permanent residency; and/or▪ Birth certificate.



How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

Completing Your Application

To be considered for the position, your application should include the following documentation:

1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email recruitment@emrc.org.au.

To find out more about a specific position, please call the person nominated in the job advertisement.



Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

EMAIL	recruitment@emrc.org.au
ONLINE	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st Floor, 226 Great Eastern Highway BELMONT

Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



The Appointment Process

1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.

2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.