

Environmental Projects Officer Environmental Services

(Position Reference: VAC19/07)

Applications Close: 5:00pm Monday, 18 March 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
- Regular staff information sessions and networking events are held at the Belmont Office.
- 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 Monday, 18 March 2019

Environmental Projects Officer

The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.

- Attractive salary package of up to \$61,860
- Up to 14.50% superannuation and 17.5% leave loading
- Work a 19 day month
- Belmont based location

An exciting opportunity exists for a highly motivated environmental professional within our Regional Services Directorate. The successful candidate will be responsible for the development and implementation of a range of environmental and sustainability projects and services.

Essential to your success in this role will be your passion for the environment and your ability to think “outside the square” when developing solutions to problems. You will have project development, project management, data analysis and research skills including the capacity to interpret technical information, as well as the ability to produce professionally competent reports, plans, submissions, advocacy and grant applications within time constraints.

You will have a relevant qualification and/or extensive demonstrated experience in the area of Environmental Science or related discipline and have knowledge of environmental and sustainability principles and their practical application.

To apply please submit a current resume and covering letter addressing your competencies, experience and qualifications relevant to this role.

Apply online www.emrc.org.au/employment.html or via post to Manager HR, VAC 19/07, 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

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:	Environmental Projects Officer
CLASSIFICATION:	Local Government Industry Award 2010 – Level 7/8
POSITION NUMBER:	A0031A
BASIS OF EMPLOYMENT:	Full Time
DIRECTORATE:	Regional Services
BUSINESS UNIT:	Environmental Services

POSITION OBJECTIVES

- To lead and/or assist with the development and/or implementation of a range of environmental and sustainability initiatives, services or advice, as required, supporting member Councils, clients and other organisations to achieve improved regional air, water and land quality and regional biodiversity conservation outcomes, and to address climate change issues within the region.

Within Business Unit

- To be an effective and supportive team member of the Environmental Services business unit and assist in the timely achievement of operating goals and objectives, as being at the forefront of advice, reporting and research.
- To undertake duties as directed to ensure compliance with EMRC policy, legislative requirements, and statutory obligations.

Measures of Performance

- The accuracy, relevance and timeliness of support, information and technical expertise provided to internal and external clients.
- The timely achievement and reporting of projects and Corporate Business Plan actions assigned to the position.

POSITION REQUIREMENTS

Competencies

- Knowledge of environmental and sustainability principles and their practical application.
- Knowledge of relevant state government agency responsibilities, including relevant legislation.
- Well-developed written communication skills, including the ability to produce professionally competent reports, proposals, grants, submissions, advocacy and other written resources within time constraints.
- Effective interpersonal and negotiation skills, with an ability to liaise with people at all levels in an informative and positive manner to facilitate community understanding of environmental and sustainability issues as well as liaise with key stakeholders to negotiate partnerships, and secure and manage grant funding for projects.
- Well-developed project management, data management and research skills, including the ability to manage project budgets.
- Well-developed time management and prioritisation skills, with the ability to meet deadlines, work under pressure and maintain a consistent level of professionalism.
- Proficiency in the use of Microsoft Office software packages and associated applications, particularly Word and Excel.
- Ability to work effectively independently and in a professional, innovative team.
- Knowledge of Local Government operations and procedures (desirable).

Experience

- Experience in an environmental or sustainability related role.
- Experience with the research, analysis, preparation and writing of professional standard reports, proposals, submissions, advocacy and other written resources.
- Experience with data collection, analysis and reporting.



- Experience in preparing funding submissions, obtaining grants and managing grant projects and acquittals (desirable).
- Experience working with government, industry and the community (desirable).

Qualifications

- Relevant formal qualifications and/or demonstrated experience in the area of Environmental Science, Environmental Management, Sustainability, Natural Resource Management or other discipline relevant to the position.
- Current and valid WA 'C' class driver's licence (or equivalent).

KEY DUTIES/RESPONSIBILITIES

Position Responsibilities

- Develop, implement, monitor and evaluate environmental and sustainability projects for the EMRC on behalf of member Councils and external clients, including community engagement.
- Provide relevant advice and support to member Council staff, client Councils, industry, external clients, community groups and members of the general public when required.
- Prepare environmental and sustainability advice, policies, plans, guidelines, strategies, initiatives, advocacy and protocols for EMRC, member Councils and external clients under the direction of Sustainability Coordinator.
- Review external environmental policies, papers and strategies, considering implications for member Councils, clients and local and regional environmental values.
- Undertake environmental and sustainability research, data collection, analysis and reporting as required.
- Undertake research and facilitate collaborative research partnerships to support local governments and their communities in addressing issues related to sustainability and environmental management.
- Liaise on behalf of EMRC, member Councils and external clients with government departments, agencies, community and other stakeholders on environmental and sustainability matters, including grant funding.

- Liaise on behalf of EMRC, member Councils and external clients with suppliers, contractors and consultants to achieve regional environmental and sustainability outcomes.
- Investigate and advocate for sources of funding for the EMRC, member Councils, industry and community, including the preparation of submissions, grant applications and reporting activity.
- Deliver, contribute to or attend relevant internal/external environmental and sustainability events, workshops and forums, as required.
- Contribute to newsletters, promotional materials and activities for the Environmental Services business unit as required.
- Work occasionally off-site, under the direction of Sustainability Coordinator.

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.
- Ensure the safety of staff, volunteers, students, and contractors under direct supervision and participate in the training of staff, volunteers, students and contractors.

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

- A0029A - Sustainability Coordinator

Supervision of

- Casual or work experience staff as required

Internal and External Liaison

Internal: All EMRC management and staff

External: Member Council staff

Members of the general public
Relevant State Government departments and agencies
Relevant Federal Government departments and agencies
Professional associations and communities of practice
Educational institutions and research organisations
Environmental community, not for profit and industry groups
West Australian Local Government Association (WALGA)
Suppliers, contractors and consultants

EXTENT OF AUTHORITY

- This position operates under the limited supervision of the Sustainability Coordinator and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

SELECTION CRITERIA

Essential

- Formal qualifications and/or demonstrated experience in Environmental Science, Environmental Management, Sustainability, Natural Resource Management, or other relevant discipline.
- Demonstrated knowledge of environmental management and/or sustainability and its practical application with the ability to develop innovative solutions to issues.
- Demonstrated proficiency in the use of Microsoft Office software packages and associated applications.
- Demonstrated verbal communication and interpersonal skills across a diverse range of stakeholders, including engagement, presentation and facilitation.
- Demonstrated written communication skills, including the ability to write professionally competent reports, plans, submissions, advocacy and grant applications.
- Demonstrated project management; data collection, analysis and reporting; and research skills including the capacity to review and interpret technical information.
- Demonstrated ability to manage a varied and demanding workload, prioritise workflow, and meet deadlines.
- Ability to work outside of normal business hours (on occasion).
- The ability to influence others and facilitate positive outcomes for internal and external clients.
- Current and valid WA 'C' class driver's licence (or equivalent).

Desirable

- Knowledge of Local and State Government structures, practices and procedures.
- Experience in the preparation of funding applications and grant acquittal/reporting.



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.