



EASTERN METROPOLITAN REGIONAL COUNCIL
POSITION DESCRIPTION
Natural Environment Officer

POSITION DETAILS

POSITION TITLE:	Natural Environment Officer (NRM)
CLASSIFICATION:	Local Government Industry Award 2010 – Level 7
POSITION NUMBER:	A0037A
BASIS OF EMPLOYMENT:	Full Time
TEAM NAME:	Sustainability Team – Natural Environment Team

POSITION OBJECTIVES

- To support the Co-ordinator Natural Environment to deliver business performance 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 Team

- To be an effective and supportive team member of the Sustainability 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 by the Natural Environment Coordinator or Manager Sustainability Services in compliance with EMRC policy, legislative requirements, and statutory obligations.

Measures of Performance

- The accuracy, relevance and timeliness of support, information and technical expertise of support provided to the Coordinator Urban Environment, Manager Sustainability Services and Chief of Sustainability.
- 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:

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

KEY DUTIES/RESPONSIBILITIES

Position Responsibilities

- Provide support to the Coordinator Natural Environment to lead and develop, implement, monitor and evaluate environmental and sustainability projects for the EMRC on behalf of member Councils and external clients, including community engagement.
- 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 employees, client Councils, industry, external clients, community groups and members of the general public (private landholders) 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 Coordinator Natural Environment or Manager Sustainability Services as required.
- 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 matters, including grant funding.
- Liaise on behalf of EMRC, member Councils and external clients with suppliers, contractors and consultants to achieve regional environmental 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 Sustainability Services business unit as required.

- Work regularly off-site, under the direction of Coordinator Natural Environment or the Manager Sustainability Services as required.

Occupational Safety and Health (OS&H) Responsibilities

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Occupational Safety and Health.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
- Use personal protective equipment (PPE) as required.

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

- 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.
- 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 in preparing funding submissions, obtaining grants and managing grant projects and acquittals.
- Experience working with government, industry and the community (desirable).
- Experience in the use of plant and equipment related to NRM or horticulture (desirable).
- Experience with data collection, analysis and reporting (desirable).
- 4WD experience (desirable - if position is in the NRM area).

Qualifications

- Relevant formal qualifications and/or extensive 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).
- Current Senior First Aid Certificate (or intention to obtain one).

ORGANISATIONAL RELATIONSHIPS

Responsible to

- A0029A/A0038A - Sustainability Coordinator and NRM Coordinator, as appropriate

Supervision of

- Casual or work experience employees as required

Internal and External Liaison

Internal:

All EMRC management and employees

External:

Member Council employees
Members of the general public
Department of Planning and WA Planning Commission
Department of Environmental Regulation
Department of Parks and Wildlife
Department of Water and Water Corporation
Other government departments and agencies (federal and state)
Professional associations
Educational institutions
Environmental and industry groups (local and regional)
West Australian Local Government Association (WALGA)
Suppliers, contractors and consultants

EXTENT OF AUTHORITY

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

SELECTION CRITERIA

Essential

- Formal qualifications and/or extensive demonstrated experience in Environmental Science, Environmental Management, Sustainability, Natural Resource Management, or other relevant discipline.
- Effective oral communications skills, including community engagement, presentation and facilitation.
- Demonstrated knowledge of environmental management and its practical application with the ability to develop alternative 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.
- Demonstrated written communication skills, including the ability to write professionally competent reports, plans, submissions, advocacy and grant applications.
- Demonstrated project development, project management, data analysis and research skills including the capacity to research 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).
- Current Senior First Aid Certificate (or intention to obtain one).

Desirable

- Knowledge of Local and State Government structures, practices and procedures.
- Experience in the preparation of funding applications and grant acquittal/reporting.
- 4WD experience (desirable – if position is in the NRM area).

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: _____

Date Last Reviewed:	May 2020
Reviewed By:	Manager Human Resources
Updated By:	Human Resources Administration Officer
Approved By:	Manager Human Resources