

POSITION DESCRIPTION

Environment Restoration Plan Education Officer
(POS1156)

Directorate:	Infrastructure and Environment	Department:	City Environment
Position Grade:	13	Reports to:	Coordinator Environment Management
Last review:	March 2020	Next review:	July 2021
		Version No.:	2.0

Position purpose:

To aid the Environment Restoration Plan Program Leader in delivering the Environment Restoration Plan program with a focus on delivering community environment projects and programs. This includes the planning and facilitation of the Environment Volunteer Program, community tree planting program and associated educational projects.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assisting and supporting the Environment Restoration Plan Program Leader in delivering the Environment Restoration Plan for Liverpool City Council, undertaking assigned tasks.
- 2) Facilitate and deliver of the Environment Volunteer Program (EVP) by:
 - Supporting existing community environment groups
 - Facilitate the establishment of new environment groups
 - Liaising with Environment Volunteer Supervisor to deliver the Environment Volunteer Program
 - Supervising volunteers – when required
 - Building the public profile of environmental volunteering
 - Documenting projects for promotional purposes
 - Providing responsible liaison between Council and volunteers
 - Facilitate development of site strategies for Environment group sites
- 3) Developing, implementing and evaluating education and promotion projects for environmental education within allocated timeframes and budgets including the development and delivery of educational programs for the Environment Education Centre.
- 4) Undertaking recordkeeping and administration tasks for assigned Environment Restoration Plan programs
- 5) Value-adding to the Environment Restoration Plan by leveraging funding and assisting in delivering grant funded projects.
- 6) Represent Council at various internal and external forums including working with elected representatives
- 7) Developing and maintaining strong links with Government authorities, other Councils and other relevant external stakeholders on the preparation and delivery of regional education programs/projects.
- 8) Following Council's policies and procedures when carrying out work to ensure risks are managed and reporting all incidents, risks and issues to Management in a timely manner.
- 9) Other duties as directed by the manager, that is within the scope of your skills, competence and training.

Decisions made in the position:

- 1) Day to day administrative tasks in relation to the Environment Restoration Plan
- 2) Engagement with internal and external stakeholders to provide information, education and support for environment education projects and programs.

Decisions referred:

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- 1) Expenditure over delegated limit
- 2) Changes required to policy and procedures

Key issues/challenges:

- 1) Coordinating and setting priorities in relation to delivery of Environment Restoration Plan programs
- 2) Being flexible and able to adapt to and accommodate changes to work priorities
- 3) Implementing customer service principles in the delivering of all aspects of the Environment Restoration Plan Program
- 4) Contributing to the development of a "Team" approach in delivering Council programs
- 5) Engaging Culturally and Linguistically Diverse (CALD) communities.

Key working relationships:

- | | |
|-----------------------------------------------|-----------------------------------------------|
| • Environment Restoration Plan Program Leader | • ERP Staff |
| • Other Council Staff and Departments | • Environment Volunteers |
| • Liverpool Community members | • External stakeholders including contractors |

POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Environmental Science, Natural Resource Management or a related field
- Current Class C Drivers Licence
- First Aid Certificate

Experience

- Demonstrated experience in the development and delivery of environmental education projects and/or programs
- Demonstrated experience in facilitating environment volunteer programs and working with the community
- Experience in the management of work programs within a timetable, budget and specified standards to deliver satisfactory outcomes
- Experience in using relevant computer applications and appropriate systems
- Experience in the facilitation and delivery of Bush Regeneration works

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity, including in relation to volunteers.
- Demonstrated written and verbal communication skills
- Knowledge the role of customer service in the Local Government environment
- Understanding of the dynamics of volunteers and community groups
- Knowledge of the main environmental issues facing Local Government
- Demonstrated record keeping skills
- Ability to follow procedures

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Being flexible and able to adapt to accommodate changes in work priorities and ability to undertake tasks concurrently
- Experience in the development and delivery of education materials
- Knowledge of the vegetation communities of Western Sydney
- Knowledge of the role of customer service in local government
- Ability to work flexible hours when required including evening meetings or weekend activities.
- Ability to work independently or as part of a team

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous