

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
<b>Sustainable Environment Engagement Officer</b>	<b>3358</b>
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
<b>Band 6</b>	<b>2</b>
<b>DEPARTMENT</b>	<b>DIVISION</b>
<b>Sustainable Environment</b>	<b>Infrastructure and Environment</b>
<b>AGREEMENT</b>	<b>LOCATION</b>
<b>Ballarat City Council Enterprise Agreement No. 9, 2023</b>	<b>The Phoenix, 25 Armstrong Street South, Ballarat</b>

## Position Objectives

- Develop, coordinate and evaluate, environmental sustainability education, events and behaviour change programs across the Waste & Environment department. This includes programs that focus on climate change mitigation and adaptation, natural environment protection and regeneration, a transition towards a circular economy, and education around the use of Council waste services including kerbside collection, transfer station and landfill.
- Provide a specific focus on the design and delivery of environmental sustainability programs to support vulnerable and hard-to-reach sectors of our community to build community capacity and resilience.
- Support our community and stakeholders to deliver peer to peer community education and behaviour change programs, to deliver positive environmental sustainability outcomes for the City of Ballarat.
- Support the design and delivery of environmental sustainability communications to engage more of the community to embrace sustainable environment practices and to take local action.

## Key Responsibility Areas

- Develop, coordinate and facilitate education and engagement initiatives that deliver positive environmental sustainability outcomes and deliver on the City of Ballarat's strategic objectives.
- Foster constructive relationships across the organisation to embed environmental stewardship, sustainability and a transition towards a circular economy in the City of Ballarat's processes and programs, including the delivery of staff engagement programs.
- Build partnerships with the Ballarat community, including residents, businesses and local groups to promote healthy attitudes and practices towards nature and sustainable living that improve the environmental stewardship and general sustainability practices of the community.
- Maintain a positive, welcoming, and constructive day-to-day relationship interface with internal and external stakeholders and partners, including Traditional Owners, Councils, Government agencies, schools, education facilities and Friend Groups.
- Monitor and evaluate the impact of education, events and behaviour change programs.
- Collaborate with the members of the Waste and Environment department to plan, deliver and evaluate an annual calendar of education and engagement programs.
- Identify and pursue avenues for amplification of environmental sustainability messages and outcomes within the community, including potential funding sources and resource streams.
- Coordinate, edit and prepare environmental sustainability education content for online and printed publication.
- Other duties as required by Coordinator Sustainable Environment within the skills and competency of the employee.
- Supervise contractors or other staff to implement projects and programs as required.

# POSITION DESCRIPTION

<b>REPORTS TO:</b>	<b>DIRECT REPORTS:</b>
Coordinator Sustainable Environment	Nil
<b>ORGANISATIONAL RELATIONSHIPS</b>	
<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>Waste and Environment Team</li> <li>Communications and Design Team</li> <li>Community Development Team</li> <li>All divisions and business units of Council as arises</li> </ul>	<ul style="list-style-type: none"> <li>Government / Statutory Authorities</li> <li>Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) and Dja Dja Wurrung Clans Aboriginal Corporation (DJAARA)</li> <li>Residents and general public</li> <li>Community groups and organisations</li> <li>Advisory groups and committees</li> <li>Businesses</li> <li>Contractors &amp; consultants</li> </ul>

## Accountability and Extent of Authority

- The position is accountable for working effectively across our organisation and our community to enable staff and residents to embrace sustainable environment practices and to take local action.
- Support our community and stakeholders to deliver peer to peer community education and behaviour change programs.
- Accountable for achieving agreed outcomes within set timeframes and budget.
- Contribute to cross-department and cross-organisational projects that further the positions objectives.
- Under the direction of the Coordinator Sustainable Environment, provide specialist and technical advice to Council, Executive, Council officers and the community on education, engagement and behaviour change.
- Delivery of allocated projects and programs as identified in relevant strategies with freedom to act being subject to regulations and policies.
- Creatively review the design and delivery of environmental sustainability communications, engagement and behaviour change programs to ensure effectiveness and value for effort.
- Represent City of Ballarat as required at relevant forums and events, often after normal working hours.

## Judgement and Decision Making

- The Officer will work under the general supervision of the Coordinator Sustainable Environment and is expected to exercise professional judgement, problem solving and conceptual skills.
- Demonstrated ability to work independently with guidance and advice usually available from the Coordinator.
- Use initiative to determine the most appropriate method to engage and educate in order to achieve Council's strategic environmental sustainability objectives.
- Problems are occasionally of a complex or technical nature with solutions not always encountered previously; ability to interpret and problem solve with creativity, flexibility and adaptability are required.
- Demonstrated initiative in managing the workload and freedom to prioritise own tasks.
- Authority to make decisions and use judgement to develop responses and communicate them to a wide audience, within relevant policies and procedures.

# POSITION DESCRIPTION

## Specialist Skills and Knowledge

- Significant knowledge and experience in developing, implementing and evaluating community environmental sustainability programs and projects.
- Demonstrated experience in developing engaging communications and engagement campaigns.
- Knowledge and experience in supporting environmental sustainability improvements within an organisation.
- Demonstrated experience in delivering community information sessions, forums, and/or events.
- Knowledge and understanding of the local government sector and the role it plays in providing environmental sustainability programs across the community.
- Proven skills and experience in project management with the ability to coordinate, manage and prioritise a wide variety of tasks and achieve quality outcomes on time and within budget.
- Highly effective interpersonal skills with the ability to empower and influence people from a variety of socio-economic backgrounds to gain co-operation, build relationships, and facilitate change.
- Excellent public speaking and presentation skills with demonstrated experience facilitating, consulting, leading and coordinating diverse audiences.
- The ability to search for and enact solutions to new problems and opportunities.
- Familiarity with project budget management and grants application and allocation, with the ability to manage a budget set by the Team Leader or Coordinator.

## Management Skills

- Apply monitoring, reporting and evaluation principles to projects and programs with the goal of continuous improvement.
- Demonstrated ability to work across different teams and organisations to develop support for and understanding of positive environmental sustainability outcomes.
- Ability to implement and maintain sound risk management within areas of responsibility in accordance with corporate risk management policy and procedures.
- Excellent time management skills and the ability to set and meet priorities, plan and organise own work and that of others under supervision such as contractors and consultants.
- Ability to apply project management using recognised Project Management frameworks and demonstrate financial tracking and project acquittal processes.

## Interpersonal Skills

- Ability to gain the co-operation and assistance from a range of people in developing and delivering environmental sustainability action programs, including council staff, community members, and stakeholders.
- Ability to motivate and foster colleague and community participation in the implementation of environmental sustainability programs and initiatives as part of a team or independently.
- Have strong written and verbal communication skills, including presentation skills.
- Actively contribute to continuous improvement, quality assurance, and self-development.
- Highly effective interpersonal skills with the ability to empower and influence people from a variety of socio-economic and cultural backgrounds to gain co-operation, build relationships, and facilitate change.

# POSITION DESCRIPTION

- Demonstrate the ability to actively listen and show empathy to others with honesty and integrity to build strong relationships with internal and external stakeholders.

## Qualifications and Experience

- Tertiary qualifications in environment/sustainability, circular economy/waste management, community engagement, communications, education or similar.
- Demonstrated experience in developing, implementing and evaluating - education, events and behaviour change programs. Ideally for environmentally sustainable outcomes.
- Ability to foster constructive relationships across our organisation and with community partners.
- Experience in managing projects to agreed timelines and budgets.
- Current Australian Drivers Licence and Working with Children's Check.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

## SELECTION CRITERIA

- Qualifications and Experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values and environmental stewardship.
- Proven ability to build constructive partnerships with internal and external stakeholders, resolve conflict and manage relationships to deliver positive sustainable outcomes.
- Well-developed interpersonal and presentation skills with proven ability to positively influence internal and external behaviours, attitudes and practices towards environmental sustainability.
- Ability to effectively develop, plan, prioritise and deliver a demanding workload, whilst maintaining established deadlines and procedures.
- Sound understanding of community engagement principles.
- Well-developed program / project management and problem-solving skills.

# POSITION DESCRIPTION

## City of Ballarat Core Values

<p><b>We are honest and transparent</b></p> 	<p><b>We are accountable</b></p> 	<p><b>We value everyone</b></p> 	<p><b>We work with and for our community</b></p> 	<p><b>We work together</b></p> 
<ul style="list-style-type: none"> <li>• We tell the whole story.</li> <li>• We provide a context and rationale for our decisions.</li> <li>• We trust each other enough to be honest.</li> </ul>	<ul style="list-style-type: none"> <li>• We do what we say we will do, when we say we will do it.</li> <li>• We learn from our mistakes and celebrate our successes.</li> <li>• We back up our teammates and also hold them to account with kindness and respect.</li> </ul>	<ul style="list-style-type: none"> <li>• We show respect to everyone, even if we disagree.</li> <li>• We ensure everyone has access to opportunities.</li> <li>• We are approachable regardless of our position in the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• We seek to understand our community's needs and take action to meet those needs.</li> <li>• We engage with our community and share what we are doing and why.</li> <li>• We manage our resources responsibly and sustainably.</li> </ul>	<ul style="list-style-type: none"> <li>• We work towards common goals.</li> <li>• We support each other through the highs and lows.</li> <li>• We look for the best in each other.</li> </ul>

*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*

### ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
-------	------------	-------