

POSITION DESCRIPTION

Position Title	Environmental Officer, Urban Ecology Planning and Policy	
Division	Assets and Environment	
Group	Environment and Sustainability	
Responsible to	Coordinator Urban Ecology Planning and Engagement	
Position Supervises	Direct: N/A Indirect: N/A	
Position No.	IW0527	
Status	Permanent full-time	
Hours	35 hours per week There is an occasional requirement to work after-hours and/or weekends. Additional hours worked above ordinary hours will be recognised in accordance with the Local Government Award.	
Salary	\$70,321 - \$82,196 p.a.	Band/Level: 3/1
Pre-employment checks Legislative requirements	N/A	
Date reviewed: October 2018	Reviewed by: Group Manager Environment and Sustainability	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt and Marrickville councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Environment and Sustainability Group is responsible for operations, strategic and annual planning and implementation of programs, projects and policy for the Inner West Council to deliver the outcomes and goals of the Community Strategic Plan. The role of Environment and Sustainability is to provide expert advice and guidance on matters relating to best practice environmental management across a range of areas, including water-sensitive cities, water quality in receiving waters, integration of flood management issues in the public and private domain, energy and climate change, biodiversity, the role of urban areas in providing ecosystem services, local food production, waste recovery and minimisation, transport and community engagement.

The Urban Ecology Team is focused on the health and integrity of ecosystems in the Inner West. The team provides technical, on-ground and engagement expertise working organisationally and with the community (business and residents) on improving natural capital. The team responds to biodiversity, water and catchments, and soils issues and focuses on planning and local partnerships and action.

The *Environmental Officer Urban Ecology Planning and Policy* provides specialist support to the Urban Ecology section, working collaboratively within Council on developing education, communication and engagement plans, including developing a good web and social media presence. The position also assists the team through research and data gathering and analysis for strategic planning, delivery of a place-based planning program, and helping prepare grant applications and formal submissions. The role includes developing and updating materials for urban ecology capacity building programs for Council and the community, including biodiversity, sustainable urban water management and soils, and running urban ecology education and incentive projects

The position directly reports to the Coordinator Urban Ecology Planning and Engagement and supports the Manager and staff across Council of other sustainability projects as directed.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualification in environmental management, environmental science communication, social sciences or a relevant field and/or appropriate relevant industry experience.
2. Experience in development and delivery of environmental education programs and materials, including workshops, meetings, and tours for a diverse range of communities.
3. Knowledge of current issues affecting urban ecology in the Inner West LGA, including key stakeholders, local communities, and concerns around water, biodiversity and soils.
4. Social media and internet experience, including ability for setting up basic website pages and updating content.
5. Experience in project management.

6. Excellent interpersonal and communication skills, both verbal and written, including the capacity to communicate and relate to people from non-English speaking backgrounds.
7. The ability to work autonomously and as part of a multidisciplinary team.
8. Knowledge of and capacity to implement EEO, WHS and Environmental Management principles.

Desirable Criteria

1. Knowledge of the functions and responsibilities of local government.
2. Experience in the range of community engagement options available to Council
3. Current Class C NSW Drivers' License

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

1. Support and assist the Coordinator Planning and Engagement to plan and/or deliver:
 - a. place-based planning and management – preparing communications and engagement materials, engagement activities and plan development for green infrastructure and other actions in the public and private domain
 - b. locally focused urban ecology education program workshops and tours to the community on water, soils and biodiversity urban ecology – developing resources targeting a variety of audiences, including culturally and linguistically diverse communities e.g. resource kits, fact sheets, website information
 - c. Council and regional urban ecology policies, strategies, plans, programs and projects
 - d. preparation of grant applications, formal submissions and award nominations
 - e. communication and engagement plans for Urban Ecology projects
 - f. engaging contemporary urban ecology web site with Council and community projects and practical guides, and a social media presence
 - g. festivals, events and activities such as National tree Day relating to the Urban Ecology team and Environment and Sustainability and Council
 - h. communications of the planning team's programs, e.g. reports to Council and Leadership Team, draft press releases and social media information
2. Manage all administrative tasks relating to the position, including maintaining accurate records and data, procurement, and preparing project reports as required.
3. Monitor, evaluate and report on the effectiveness of the urban ecology education program and adapt future programs accordingly.
4. Provide accurate advice and information to the community on urban ecology issues and Council policies, and respond to student and resident inquiries.
5. Identify and assist in funding applications for sustainability and environmental projects.
6. Represent Council at committees, conferences, forums, networking groups and workshops as required.
7. Perform other duties as may be required by the Coordinator Urban Ecology Planning and Engagement or Manager Urban Ecology.

KEY RELATIONSHIPS:

Internal:

Manager Urban Ecology
 Coordinator Urban Ecology Planning and Engagement
 Urban Ecology Planning and Engagement team
 Urban Ecology Volunteers and Projects team
 Urban Sustainability team

Communications Engagements and Events Group
 Information Communications Technology Group

External:

Community groups and individuals
Government organisations
Regional groups

Research partners such as universities
State Government
Federal Government

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Environment Officer Urban, Ecology Planning and Policy** as detailed in this document.

Signature:

Date: / /