

Position Title	Environmental Project Officer – Catchment Management
Department	City Future
Unit	Sustainable Future
Team	Environmental Sustainability
Supervises	N/A
Reports To	Team Leader Environmental Sustainability
Grade	G
Date Prepared	20/04/2024
Date Last Updated	2/09/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

Develop, implement, maintain and evaluate innovative plans, programs and initiatives that link to Council's environment strategies and policies, with a strong focus on catchment management.

Accountabilities

- Represent Council in regional catchment management groups and other relevant industry groups.
- Inspire and facilitate partnerships and action to achieve improved catchment health.
- Inform, educate and increase community and corporate awareness on catchment management, river health, biodiversity and stormwater management and pollution.
- Research solutions for complex and priority environmental and catchment management issues.
- Develop, implement, maintain and evaluate plans, programs and initiatives that link to Council's environment, catchment management, water cycle and biodiversity strategies and policies.
- Assist to develop, maintain and evaluate environment and catchment management strategies and policies.
- Guide, and empower internal stakeholders to incorporate and link catchment management into business operations and processes.
- Maintain, monitor and evaluate data, programs, initiatives and resources to continuously improve and meet the objectives of relevant strategies, policies, plans and legislation.
- Identify, seek and manage grants and alternate funding sources that align with the relevant strategies, policies and plans.
- Provide specialist advice to council, state and local governments, industry and community on catchment management.
- Assist in the development, delivery and reporting on Council's Community Plan, Delivery Program, Operational Plans and relevant Environmental Reporting.
- Assist with the development, implement and review of team plans and budgets.
- Provide support to the Team Leader Environmental Sustainability; Manager, Sustainable Future and Director, City Future as required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Adept	<ul style="list-style-type: none"> • Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships		
Communicate and Engage	Intermediate	<ul style="list-style-type: none"> • Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' nonverbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Results		
Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses numerical data and other information and draws conclusions based on evidence • Works with others to assess options and identify appropriate solution

Resources

Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness
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* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Environmental Management, Science or similar, and/or relevant industry experience supported by environmental sustainability experience.
- Class ‘C’ Driver’s Licence.

Essential Experience

- Demonstrated knowledge of current and emerging catchment management issues within Local Government or business with an emphasis on their application to legislation, policy and procedures.
- Experience in catchment management including research, project development and implementation and promoting sustainability best practice, in an urban context.
- Proven skills in project management including planning, establishing priorities, evaluation and allocation and management of resources and budget.
- Ability to work in multi-disciplinary teams with internal and external stakeholders.
- High level communication, interpersonal skills and public presentation skills.
- Demonstrated experience in report writing including ability to measure, evaluate and meet reporting requirements.

- Ability to operate independently and as part of a team.
- High level of computer literacy.
- Ability to work in a flexible environment, including weekends, and evenings.

Desirable Qualifications and or Experience

- Previous Local or State Government experience in a similar role.
- Demonstrated skills in preparing submissions to obtain grant funding.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>