

Position Title	Litter Prevention Project Lead
Department	City Future
Unit	Sustainable Future
Team	Cooks River Alliance
Supervises	Nil
Reports To	Executive Officer
Grade	H
Date Prepared	26/09/2023
Date Last Updated	16/01/2025

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

To manage the implementation of the Cooks River Alliance litter prevention roadmap developed under the NSW Environment Protection Authority Litter Prevention Grant Program. By doing so, this role will progress the implementation of the Cooks River Litter Prevention Strategy, and support the Cooks River Alliance to meet local and regional litter prevention targets


Accountabilities

- Lead the delivery and implementation of the Cooks River Litter Prevention Roadmap
- Develop a Key Littered Items Accumulation Assessment program (Catchment Study) for the Cooks River to inform potential mitigation actions for the Cooks River
- Continue to build litter prevention capacity within the Cooks River Alliance Secretariat
- Coordination ongoing collaborative litter prevention between Cooks River Alliance Member Organisations to facilitate the directions and initiatives identified in the Cooks River Litter Prevention Road Map
- Identify and develop information and data streams for monitoring and reporting on Road Map implementation progress and litter Prevention at the Cooks River catchment scale
- Advocate and champion for improved litter management and funding for the Cooks River Alliance member organisations, stakeholders, and community organisations
- Foster litter prevention partnerships beyond the Cooks River Alliance members that seek to identify gaps in litter prevention and tackle catchment wide issues
- Grow capacity within the Cooks River Alliance to better engage and empower the broader community in litter prevention.

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 – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 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		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Personal Character		
Display Resilience	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives direct and honest feedback/ advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships		
Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats

Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> • Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact • Explores creative alternatives to improve management systems, processes and practices • Contributes own knowledge and experience to staff training and development sessions
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
Results		

Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
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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 General Manager.

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 level qualifications or equivalent experience in the physical sciences, preferably the environmental sciences, environmental management, or environmental engineering.

Essential Experience

- Demonstrated experience in delivering strategic projects with a focus on litter prevention or related issues
- Demonstrated experience in setting up and executing in-situ data collection programs for litter (or similar) and developing analysis and reporting protocols accordingly, to inform and monitor management interventions.
- A willingness and commitment to working collaborative across with government, commercial, and community organisations to address issues and solve problems

- Demonstrable experience in managing grant funded projects.
- Working knowledge of litter prevention policy and practice
- Demonstrable project management skills
- Ability to work collaborative in a small, flexible multidisciplinary team
- Be adept in the use of Microsoft Office software.

Desirable Qualifications and or Experience

- Local knowledge of the Cooks River and its community
- A general understanding of catchment management within the context of waterway protection and land management.
- C Class Drivers Licence.

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"/>