



## Position Description

<b>Position:</b>	<b>Sustainability &amp; Waste Education Officer - Contract</b>
<b>Unit:</b>	Environment
<b>Directorate:</b>	Planning & Infrastructure
<b>Location:</b>	Main Administration Building – 31 Victor St, Chatswood
<b>Reports to:</b>	Environmental Education Coordinator
<b>Classification:</b>	H (E – 4)
<b>Hours of Work:</b>	14 hrs/week
<b>Special Requirements:</b>	Contract – Parental leave replacement (12 months)
<b>Date Revised:</b>	October 2019

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### Background

The Environment Unit provides a range of services that protect and enhance the natural environment whilst working across the organisation and the community to develop a culture of sustainability. We aspire to be leaders in ecological sustainability and collaborate with the community, businesses and other stakeholders to ensure that the programs and services delivered are meeting their needs, both now and in the future, for a cleaner, greener, safer Willoughby. The teams within the Environment Unit include Bushland, Sustainability Projects, Resource Recovery, Environmental and Sustainability Education and the Better Business Partnership.

The Environmental Education Team delivers a range of education programs to schools, businesses, the community and its own staff in relation to the environment, sustainability and waste. These programs are tailored to meet the specific needs and expectations of each group. Council aims to engage the community in action for environmental protection and sustainability. This goes beyond informing with facts, to seeking to empower and inspire the community to change their behaviour and take action to reach a more environmentally sustainable lifestyle and society.

### Position Objective

Education and community involvement are vital components in ensuring success in Council Sustainability and Waste Programs. The position of Sustainability and Waste Education Officer

manages the delivery of education programs to meet the targets and key performance indicators outlined in *Our Green City Plan 2028*. Key objectives include:

- The development and implementation of education programs for the wider community, which aim to satisfy waste reduction, reuse, collection and recycling targets and strategies.
- The development and implementation of sustainability education programs for the wider community that aim to assist people in behaviour change towards sustainability.
- Contribution to the on-going development of the education team, sustainable environment branch and overall Council staff.
- The identification of new sustainability and waste education opportunities and the development and implementation of these programs.

## **Selection Criteria:**

### ***Essential Requirements***

- Tertiary Qualifications in Natural Resource Management, Environmental Science or equivalent work experience.
- Proven experience in researching, developing and delivering sustainability and waste educational programs.
- Excellent written and verbal communication skills and an ability to liaise with Council staff and the community.
- Ability to work independently and as part of a multi-disciplinary team.
- Good level of ability in using word processing, Microsoft Word and Excel.
- Excellent organisational skills.
- Excellent presentation and customer service skills.
- Willingness to work after hours and on weekends as required for workshops and events
- Current NSW Class C Driver's Licence
- Awareness of and commitment to the principles of Work Health and Safety (WHS) and a commitment to attend relevant training.
- Awareness of and commitment to the principles of Equal Employment Opportunity (EEO).

### ***Desirable Attributes***

1. Understanding of climate change science and sustainable building practice.
2. Experience in the facilitation or mediation of groups.

**Duties & Responsibilities:**

1. The development and implementation of sustainability and waste education programs for the wider community, which aim to meet the targets and KPI's set out in *Our Green City Plan 2028*.
2. The identification of new sustainability and waste education opportunities and development of plans for implementation.
3. The development of educational materials and programs to promote Council's waste management collection service (both residential and commercial) to the wider community.
4. The development of educational and promotional materials to support Council's sustainability programs.
5. Project management of consultants and contractors as required.
6. To contribute to the on-going development of the education team, Environment Unit and overall Council staff.
7. To liaise with Council's waste collection contractor to identify education and promotional needs and to work in partnership with the contractor in implementing waste education.
8. To assist in organising and carrying out promotion of Council's sustainability programs and waste services at various festivals and events (eg. Street Fair, World Environment Day, Sustainable House Day).
9. To assist in developing and maintaining the sustainability and waste sections of Council's website.
10. To assist in developing and implementing education programs within Council (e.g. sustainable working group, sustainable purchasing policy).
11. To attend relevant education seminars/conferences/meetings as required.
12. Active contribution to cross-divisional consideration of environmental issues, including waste management, environmental education and sustainable practices.
13. Other duties as specified by the Resource Recovery Team Leader and the Environmental Education Co-ordinator.

**Our Corporate Direction and Values:**

At Willoughby City Council all employees are to observe and commit to our Corporate Direction and Values

<b>Inspired People, Inspired Performance</b>				
<b>Lead</b>	<b>Learn</b>	<b>Care</b>	<b>Share</b>	<b>Deliver</b>
<ul style="list-style-type: none"> <li>• Take personal responsibility</li> <li>• Anticipate impacts and partner to solve</li> <li>• Help and support others to grow;</li> </ul>	<ul style="list-style-type: none"> <li>• Create and take opportunities to learn and grow</li> <li>• Seek advice and ideas to make wise decisions for now, and the future</li> </ul>	<ul style="list-style-type: none"> <li>• Care for our communities and the environment</li> <li>• Welcome and include; ensure safety for all</li> </ul>	<ul style="list-style-type: none"> <li>• Team up and share our common purpose and path</li> <li>• Share and celebrate knowledge, experience, ideas, and success</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver the outcomes sought by the community and for the environment</li> <li>• Make a difference;</li> </ul>

<p>model behaviours</p> <ul style="list-style-type: none"> <li>• Demonstrate ethical behaviour and leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Experiment and innovate to solve issues; try new things; learn from failures</li> <li>• Step up to challenges; own and solve your problem</li> </ul>	<ul style="list-style-type: none"> <li>• Respect and recognise others and their achievements; listen</li> <li>• Exercise thoughtful and wise compassion</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate in a respectful way and provide honest feedback</li> <li>• Be clear in direction and expectations, including behaviours</li> </ul>	<p>add value</p> <ul style="list-style-type: none"> <li>• Provide appropriate, quality works and service</li> <li>• Provide the right resources and culture to deliver</li> </ul>
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## Organisational Accountabilities:

All employees have general organisational responsibilities. These include:

1. Understanding and complying with the spirit and content of Council's Code of Conduct. A copy of the Code is provided at formal induction and is available on Council's intranet under "**Human Resources**".
2. Fulfilling all work health and safety responsibilities as outlined in the Work Health and Safety Policy, which is provided to all staff at induction and available on Council's intranet under Human Resources – Policies and Procedure.
3. Providing commitment to Council's Sustainability Charter and applying the principles of sustainability to all work practices.
4. Complying with Council's Contractor Management System when engaging contractors.
5. Responsibility and accountability for creating, registering and keeping records as required by the State Records Act 1998, abiding by the Information Management Policy and using the required systems and procedures.
6. Understanding and undertaking all work in accordance with relevant Council policies and procedures. [Council's policies and procedures may be varied, changed or revoked by Council at any time].

## Key Performance Indicators:

1. Effective engagement with the community on waste and sustainability issues.
2. Number of participants at workshops and events.
3. Delivery of education programmes within timeframes and budgets.
4. Evaluation by participants in the educational programs.
5. Effective liaison with other Council Units to ensure outcomes are met adequately and timely (e.g. Public Relations team, Web Team).

## Contacts Arising from the Position:

### *Within Council*

- Environment Manager
- Planning and Infrastructure Director
- Senior Management

- General Manager
- Other Units and Directorates as required.

***Outside Council***

- All Willoughby Council Residents
- School students and teachers
- Local Business owners
- Other Councils' Sustainability and Waste Education Officers
- Council's Waste and Recycling Contractor
- Various Government Departments