

Make a real difference to Maroondah



EAGA Project Officer

Position Number: SP027
Classification: Band 5
Responsible to: EAGA Executive Officer
Service Area: Integrated Planning

Crim check - if required	Yes
Working with Children Check ID Card (Employee) - if required	No

Role and Summary Statement

The Eastern Alliance for Greenhouse Action (EAGA) is a formal collaboration of 8 councils in Melbourne's east, working together on regional climate change mitigation and adaptation programs. The Alliance implements joint initiatives that provide economies of scale and enable projects typically beyond the reach of individual councils. EAGA is highly regarded network of like-minded individuals, with an excellent culture focused on collaboration and innovation.

Maroondah City Council employs and hosts EAGA staff on behalf of all member councils. The EAGA Project Officer will support the EAGA Executive Officer to develop and deliver EAGA's annual work program. This includes supporting collaborative project delivery, advocacy processes, information sharing, capacity building, communications and administration.

Tasks and responsibilities

1. Under the guidance of the EAGA Executive Officer, deliver collaborative projects across the region, including monitoring of budgets and oversight of any contractors.
2. Facilitate collaboration and information exchange between councils and other Greenhouse Alliances through facilitation of webinars, desktop research and report development.
3. Support the Alliance to deliver agreed advocacy priorities by facilitating consultative processes and contributing to the development of formal advocacy and regulatory submissions.
4. Oversee EAGA's website and develop communications materials and online content relating to EAGA initiatives for distribution through various engagement channels.
5. Support EAGA's governance arrangements by providing administrative support for committee meetings and workshops including preparing agendas, reports and minutes.

6. With direction from the EAGA Executive Officer, identify and pursue funding and grant opportunities to facilitate initiatives and projects.
7. Cooperate and comply with the requirements of all Maroondah City Council policies and procedures and any actions taken by Council to comply with relevant Acts and Regulations.
8. Actively support and promote Equal Employment Opportunity (EEO) within the workplace in accordance with the Equal Opportunity Act 2010, Racial Tolerance Act 2001, Disability Discrimination Act 1992, Human Rights and Equal Opportunity Commission Act 1986, Workplace Relations Act 2006, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Equal Opportunity for Women in the Workplace Act 1999, Occupational Health and Safety Act 2004, Local Government Act 1989, and Council policies.
9. Cooperate and comply with the requirements of all Maroondah City Council Occupational Health and Safety policies and procedures and any actions taken by Council to comply with the Occupational Health and Safety Act 2004 and other regulations. This includes taking reasonable care for their own safety and the safety of others who may be affected by their actions or omissions, including employees, contractors, volunteers, Council customers and the community in general.
10. Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working With Children Act 2005 (Vic), as amended and/or replaced from time to time. Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining positive Child Safety related outcomes.
11. Observe the application of the Council Risk Management Policy and Strategy; be accountable for adherence to the same policy. Report identified hazards that may pose a risk to others and/or may give rise to an insurance claim. Ensure that all buildings, motor vehicles, equipment and other assets under your control are maintained in accordance with the defined standards and any required maintenance or damage are promptly reported to the appropriate officer for rectification. (Inspections/risk assessments should take into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson).
12. Comply with the requirements of applicable privacy legislation (e.g. Privacy and Data Protection Act 2014 (Vic); Health Records Act 2001 (Vic) as amended and/or replaced from time to time.
13. Adhere to the requirements of Council's Privacy Policy, that incorporates relevant Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs), as amended and/or replaced from time to time.

Organisational relationships

INTERNAL Management and employees

EXTERNAL Members of public, community groups, government agencies and service providers

Person specification

To perform the job successfully, an individual should demonstrate the following competencies and qualities:

Qualifications

Essential

- > Degree or Diploma level qualifications in an area such as environment, sustainability or community engagement, or, post-secondary qualification with relevant experience

Experience

Essential

- > Strong ability to manage multiple stakeholders across multiple projects keeping them informed and responding to them in a timely manner
- > Excellent interpersonal and verbal communication skills, including experience with facilitation and presentations
- > Experience in preparing high quality written correspondence, online content, reports, presentations, and grant applications.
- > Ability to work independently and autonomously with a high degree of self-motivation, and within a multi-disciplinary team.

Desirable

- > Experience in local government or knowledge of local government processes.
- > Knowledge of climate change programs, policy, standards and certifications.
- > Advanced Microsoft Excel and website management skills.

Other certificates, checks and licences

- > Pre-employment medical check, CrimCheck, Current Driver's Licence and access to a reliable vehicle

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- > May supervise resources, other employees or groups of employees and / or provide advice to or regulate clients and / or give support to more senior employees
- > In positions where the prime responsibility is for resource supervision, the freedom to act is governed by clear objectives and / or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans
- > In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to close supervision or the clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees
- > In positions where the prime responsibility is to provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported

JUDGEMENT AND DECISION MAKING

- > The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives. For supervisors, the process often requires the quantification of the amount of resources needed to meet those objectives.
- > Guidance and advice are always available within the time available to make a choice.

SPECIALIST KNOWLEDGE AND SKILLS:

- > Supervisors require an understanding of the relevant technology, procedures and processes used within their operating unit.
- > Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.
- > Support employees also require an understanding of the role and function of the senior employees to whom they provide support, an understanding of the long-term goals of the unit in which they work, and an appreciation of the goals of the wider organization.
- > All employees require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

MANAGEMENT SKILLS:

- > These positions require skills in managing time, setting priorities and planning and organizing one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- > Where supervision is part of the job, the position requires an understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

INTERPERSONAL SKILLS:

- > Requires the ability to gain co-operation and assistance from clients, members of the public, and other employees in the administration of defined activities and in the supervision of other employees or groups of employees.
- > Expected to write reports in their field of expertise and to prepare external correspondence of a routine nature.

Agreement: I have read, understood and agree to comply with this position description.

Name:

Signature:

Date:

Prepared by: Scott McKenry **Authorised by:** Workplace People and Culture

Date reviewed: 15/07/2021

Selection criteria

Criteria 1

Degree or Diploma level qualifications in an area such as environment, sustainability or energy, or post-secondary qualification with relevant professional experience

Criteria 2

Demonstrated experience in stakeholder management, including ability to build and maintain collaborative relationships and cross organisational partnerships.

Criteria 3

Highly developed project management skills ability to successfully manage multiple initiatives and projects, including monitoring of budgets and oversight of contractors.

Criteria 4

Exceptional verbal and written communication skills including the ability to make effective presentations to a range of audiences and produce high quality reports and communication materials for online channels.

Criteria 5.

Capacity to effectively administer committees, organise events, forums and workshops.

NOTE: Candidates are required to address each of the selection criteria in their applications.

Personal capability requirements

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk				•
Sitting – vehicle			•	
Operating telephone / computer				•
Writing / reading				•
Manual Handling				
Bending / twisting Spine	•			
Working with one or both hands above shoulder height	•			
Lifting (5kg or under p/item)	•			
Lifting (5kg or over p/item)	•			
Requiring low/light application of force	•			
Requiring medium to high application of force	•			
Lifting/holding/restraining children	•			
Exerting force in an awkward posture	•			
Holding & supporting equipment	•			
Agility				
Squatting / kneeling	•			
Looking up / looking down	•			
Reaching forwards or sideways	•			
Gripping or grabbing equipment	•			
Mobility				
Walking / standing- briefly				•
Walking / standing- extended			•	
Walking on uneven ground	•			
Climb steps/stairs		•		
Climb ladder	•			
Driving – passenger vehicle			•	
Driving – light commercial (regular drivers licence)	•			
Driving – bus (endorsed licence)	•			
Driving – machinery/heavy commercial	•			
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery	•			
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving			•	
Visual – watching with vigilance (e.g. SXS, Lifeguard)	•			
Emotional				
Dealing with complex customers / residents			•	
Supporting dependent persons	•			
Dealing with conflict	•			
Managing complex personal situations		•		
Providing empathy		•		
Work Environment				
Outdoor – exposed to elements, plant & equipment	•			
Confined spaces	•			
Working alone			•	
Working at heights (greater than 2m)	•			
Exposure to extensive dust	•			
Pollen (or other allergens)	•			
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			

Office Use – Pre employment Medical Checks

	If selected - Musculoskeletal assessment recommended
	If selected - Audiology (hearing) assessment recommended
	If selected – Vision assessment recommended

Office Use – Other Checks

	If selected – Risk assessment for PDA recommended
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Our workplace values



Our people | Our service | Our approach

Organisational vision

We will foster a prosperous, healthy and sustainable community.

Our mission

We are dynamic and innovative leaders, working in partnership to enhance community wellbeing.

Our values

We are **ACCOUNTABLE** to each other
and our community

We collaborate in an adaptable and
SUPPORTIVE workplace

We **PERFORM** at our best

We are open, honest, **INCLUSIVE**
and act with integrity

We ensure every voice is heard,
valued and **RESPECTED**

We are brave, bold and aspire
to **EXCELLENCE**