

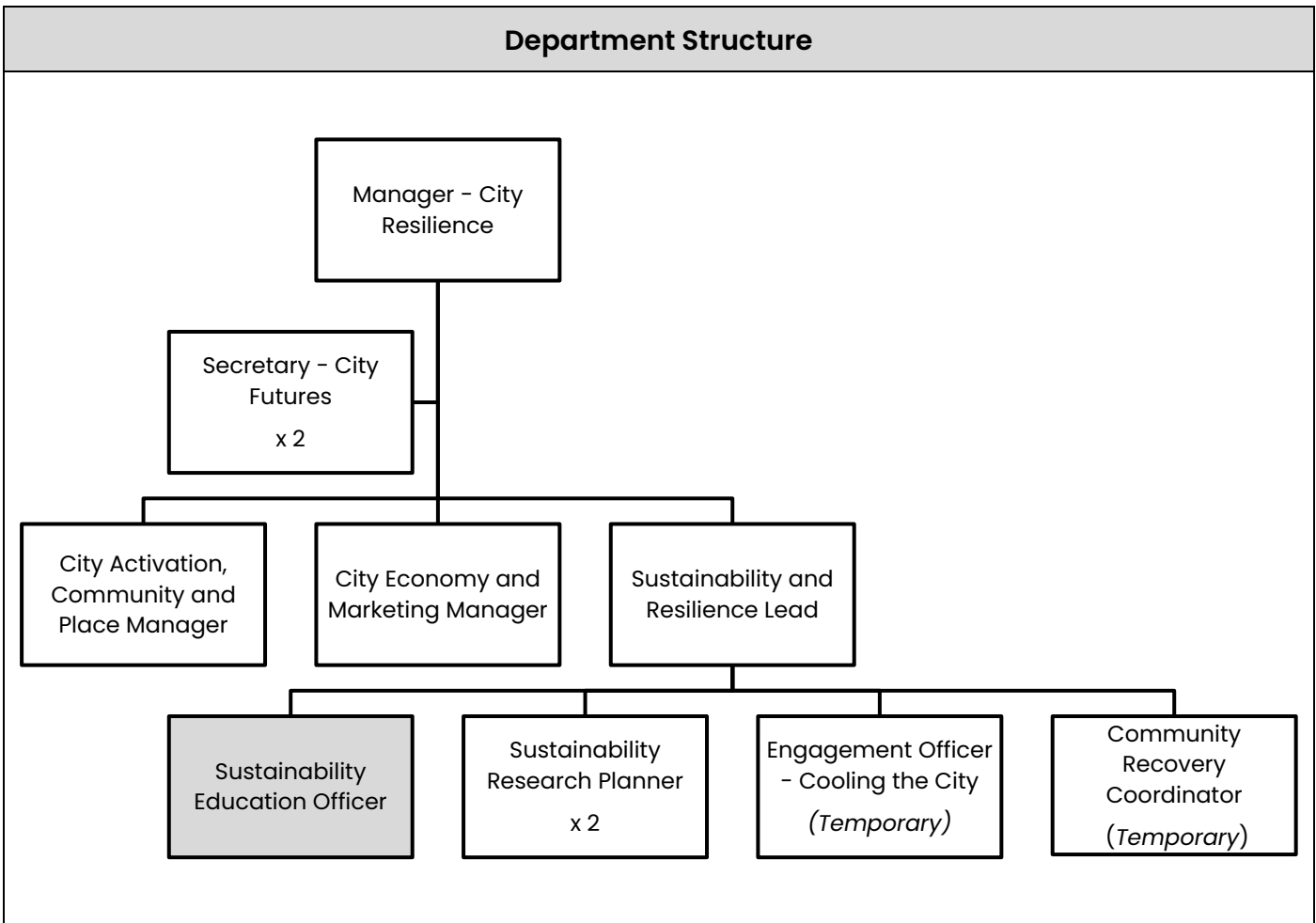
# Position Description

<b>Position Title:</b>	Sustainability Education Officer
<b>Grade:</b>	J
<b>Department:</b>	City Resilience
<b>Date:</b>	October 2022

**Position Purpose**

The Sustainability Education Officer will develop, coordinate, and deliver Council’s sustainability education and behaviour change campaigns, programs and events that will achieve sustainability and resilience outcomes for Council and the community.

This position will engage directly with the community, including residents, schools, businesses and community groups through various communication platforms and activities, as well as liaise with both internal and external stakeholders to raise awareness of Council’s sustainability and resilience work, and collaborate on sustainability and resilience projects.



## Key Result Areas

### 1. Community Education and Engagement

#### Major Actions

- Develop and implement sustainability education campaigns and programs for the community
- Coordinate and deliver sustainability and resilience workshops and events
- Coordinate and deliver education and engagement activities, and/or presentations for schools, businesses and other community groups/organisations
- Develop and promote community sustainability education materials and resources to increase knowledge and awareness and build capacity of the community
- Create a variety of communication materials including website content, e-newsletters, articles and displays
- Utilise a range of community engagement techniques and tools to create opportunities for the community to participate in and engage with Council on sustainability and resilience

### 2. Staff Education and Engagement

#### Major Actions

- Engage with Council staff to increase knowledge and awareness of sustainability and resilience (e.g. presentations, induction, activities)
- Liaise and work collaboratively with internal staff in the development and implementation of sustainability programs and initiatives
- Build effective working relationships with staff to support the delivery of sustainability and resilience outcomes across Council

### 3. Project Management and Reporting

#### Major Actions

- Ensure the effective and timely coordination of sustainability education and engagement programs
- Record and capture information and data for project evaluation and reporting
- Write project plans, reports and memos
- Work with the team lead to calculate costs for the delivery of programs and operate within budget and resource constraints
- Ensure risk assessment and management procedures are followed in the delivery of projects
- Remain up-to-date with sustainability concepts, best practice, innovative education programs and resources
- Prepare grant and/or award applications for sustainability projects

## Key Result Areas

### 4. External Stakeholder Liaison

#### Major Actions

- Work collaboratively with external organisations on partnership programs and initiatives
- Build effective relationships with external stakeholders to support the delivery of sustainability and resilience outcomes within the Penrith LGA and across the greater Sydney region
- Provide sustainability information and advice to external stakeholders as appropriate
- Represent Council on relevant external networks, working groups and committees

### 5. Contribute to Community Outcomes

#### Major Actions

- Build a good working knowledge of Penrith and its community to understand the audience and educate and engage appropriately
- Work towards the objectives, principles and outcomes of the Community Strategic Plan and Council's Sustainability Policies and Strategies including the Cooling the City Strategy and the Resilient Penrith Action Plan to assist in creating a more sustainable and resilient city and community.

### 6. Customer Service

#### Major Actions

- Provide effective service to Council customers, internal and the community
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs
- Present a positive image of Council

### 7. Corporate Governance and Effective Work Practices

#### Major Actions

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Council's Code of Conduct, Values and relevant policies and procedures
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others and use positive communication techniques
- Resolve workplace conflict in line with Council policy
- Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies and State Records Legislation

## Key Result Areas

### 8. Work Health and Safety (WHS)

#### Major Actions

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

## Qualifications, Experience and Specialist Skills & Knowledge

#### Essential

- Tertiary qualifications and relevant experience in sustainability, environmental education, environmental management or a related field
- Demonstrated experience in the development and delivery of community sustainability programs and resources
- Demonstrated experience in the coordination and delivery of community workshops and events
- Strong verbal and written communication and interpersonal skills to enable effective communication with a range of stakeholders
- Ability to build relationships and work collaboratively with others to achieve set goals
- Current Class C driver licence

#### Desirable

- Experience working within Local Government
- IAP2 knowledge and/or qualification
- Working with Children Check (or willingness to obtain)