



Position Description

Strategic Officer – Waste and Environment

Job Title	Strategic Officer – Waste and Environment
Classification	Level 5
Work Unit	Council Services
Responsible To	Regional Manager - Waste and Environment
Location	Darwin

Primary Objective

The Strategic Officer - Waste and Environment provide strategic, project and operational support to the Regional Manager Waste and Environment to assist in the effective delivery of waste, recycling and environmental services across East Arnhem Regional Council. The position focuses on project coordination, systems improvement, workforce capability, reporting, operational planning and service development, while providing continuity for critical waste service functions where required.

Key Responsibilities

1. Support the Regional Manager Waste and Environment in the planning, coordination and delivery of strategic waste and environmental initiatives across Council communities.
2. Coordinate waste, recycling, environmental and infrastructure projects from planning through to implementation and reporting.
3. Develop, maintain and improve operational systems, procedures, templates and reporting tools to support compliance, consistent service delivery and business improvement.
4. Collect, analyse and report on operational, financial and service performance data to support planning, decision-making and funding opportunities.
5. Develop training resources and support capability-building initiatives for staff involved in waste and environmental operations.
6. Coordinate contractors, service providers and project activities, ensuring actions arising from inspections, audits and reviews are completed.
7. Assist with environmental monitoring, landfill management activities and environmental projects across Council communities.
8. Prepare reports, business cases, grant applications and other documentation to support service improvement and project delivery.





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9. Investigate and respond to enquiries from stakeholders regarding waste and environmental services and projects.
10. Provide backup support for invoicing, CCTV monitoring and other critical waste service functions to ensure business continuity and protection of Council revenue streams.
11. Comply with all Health and Safety Policies and Legislation in the performance of all duties and responsibilities.
12. Other duties, consistent with skills and experience, as directed by the Regional Manager – Waste and Environment.

Essential Selection Criteria

- Demonstrated experience in project coordination, strategic support, business improvement or a related field.
- Well-developed written and verbal communication skills, including experience preparing reports and business documentation.
- Strong analytical, organisational and problem-solving skills with the ability to manage competing priorities.
- Demonstrated ability to work independently and contribute effectively within a multidisciplinary team.
- Experience developing systems, procedures, processes or service improvement initiatives.
- Intermediate to advanced computer skills, including Microsoft Office applications and data management systems.
- Current C Class Driver Licence and willingness to travel to remote communities by light aircraft and/or 4WD.

Desirable Selection Criteria

- Interest in environmental and waste issues affecting the region.
- Previous experience in waste management, recycling, environmental compliance, CCTV monitoring or operational reporting.
- Understanding of local government operations, project delivery, environmental services or infrastructure programs.
- Hold a MR, Backhoe, Skid Steer Loader, Forklift or other relevant plant licence
- Other relevant or related qualifications.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.





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- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

A handwritten signature in black ink, appearing to read "Dale Keehne".

Dale Keehne
Chief Executive Officer
East Arnhem Regional Council

