

POSITION DESCRIPTION

Position Title	Environmental Projects Coordinator		
HJO Division	Environment	Employment Level	Coordinator
RELATIONSHIPS			
Reports to	Director	Direct Reports	NA
Internal Liaison	Required to liaise with all Environment Division staff		
External Liaison	The position liaises with officers from Local Councils, Government Agencies, Industry Associations, contractors & consultants.		
Package	Full time (3-year contract) - Annual remuneration package range \$80,000 – \$84,000 (including salary and superannuation).		
Office Location	59 Bonville Ave, Thornton, NSW		

The Hunter Joint Organisation is seeking to engage an Environmental Projects Coordinator to work in the Environment Division to coordinate the delivery of various regional scale environmental projects contributing to delivery of the Division's 2018–21 Strategic Directions and Annual Operational Plans. The position will initially focus on projects in the areas of waste management / resource recovery and disaster resilience, including a strong focus on community education programs. However, the opportunity to expand and diversify into different environmental focus areas will be available over time depending upon the ongoing focus and directions of the Division.

The position is in a small, creative and committed team of environmental and natural resource managers, technical and support staff, and contributes to the improved management of a broad range of regional environmental and sustainability issues. It is an exciting and challenging role that will provide variety and exposure to environmental, planning and sustainability issues at all levels of government.

This role requires a professional, highly motivated individual with a passion and commitment to go the extra yards to drive and deliver environmental change and innovation. It requires a self-reliant individual who can work both independently and effectively in a team environment, to successfully deliver high quality outcomes.

The role requires someone who can research, analyse, synthesise, and clearly report on findings to a variety of technical and non-technical audiences; someone with excellent project management and time management skills; someone who is comfortable engaging with a large and diverse range of stakeholder representatives, someone with excellent communication and liaison skills and someone who is keen to work on a wide range of environmental projects.

Applications Close	4pm Monday 26th November 2018
Applications to	Applications are to be emailed to enviroadmin@huntercouncils.com.au
Application Format	Applications MUST include: <ol style="list-style-type: none"> 1. A short cover letter outlining how you are suitable for the role 2. An Application Form providing a concise written response (1 – 2 paragraphs) to each of the essential and desirable criterion for the position 3. An up-to-date Resume / Curriculum Vitae including details of two workplace referees
Questions	Steve Wilson Interim Director Environment Division P (02) 4978 4026 E steve@huntercouncils.com.au

THE ORGANISATION

The Hunter Joint Organisation Environment Division works directly with the 11 Councils of the Hunter and Central Coast Region to provide environmental management support, services, and programs across a diverse range of issues. The mission of the Division is to:

1. Lead change, through evidence based research, information, programs and advocacy, to support member Councils be environmental leaders in their local communities, the region and NSW.
2. Facilitate collaborative and cost-effective research, planning and management initiatives to enhance the local and regional environment
3. Build the capacity of Councils to continue to design, deliver and embed innovation and environmental sustainability into their business operations and strategic plans.

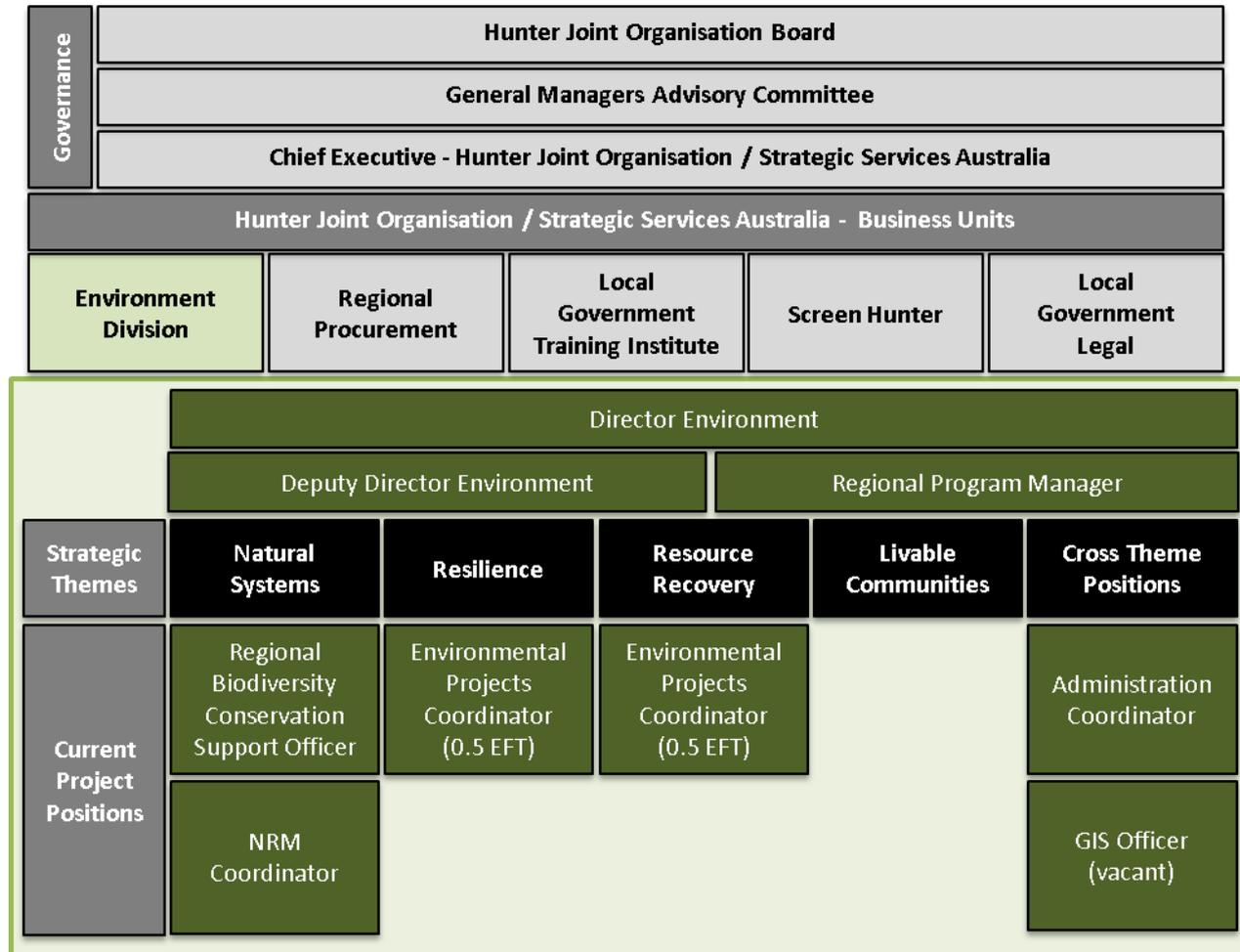
The 2018-22 strategic regional environmental directions of the Environment Division can be viewed at <http://www.hccrems.com.au/about-us/>.

The Division includes a small team of dedicated staff who work with member councils, consultants, researchers, project partners, agencies and professional networks to design and deliver these regionally focused activities.

Employment Conditions & Organisational Chart

The Hunter Joint Organisation provides its services through a range of mechanisms including an incorporated association and two companies limited by guarantee: Strategic Services Australia Ltd and Hunter Councils Legal Services Ltd (trading as Local Government Legal).

The Regional Program Manager is formally employed by Strategic Services Australia Ltd.



The Position

The Environmental Projects Coordinator will work closely with other staff in the Environment Division to deliver a range of projects, the focus of which will vary depending on the status and focus of Divisional resourcing and priorities. The Position will also contribute to the development of proposals and grant applications to attract funding and resources to support ongoing activities and projects to support implementation of the Division’s 2018-22 strategic priorities.

The position will require an individual with:

- The enthusiasm, passion and commitment to go the extra yards to drive and deliver environmental change and innovation across the region.
- The capacity and experience to work both independently and as part of a team to deliver high quality professional outcomes
- Demonstrated experience in implementing sustainability and/or environmental programs and initiatives.
- Confidence in engaging and managing the participation and expectations of a wide range of stakeholders who possess different perspectives, viewpoints and levels of commitment to project implementation.

Extent of Authority

The position operates under the Direction of the Director Environment Division. The position is accountable to the Chief Executive Officer through the Director Environment Division for the efficient and effective delivery of projects, which should enhance the image and value of Hunter Joint Organisation of Councils to its members.

Authority to award Contracts	No. Contracts <\$10,000 approved by Director Environment Division Contracts >\$10,000 approved by Chief Executive Officer
Authority to approve expenditure	No. All expenditure to be approved and authorised by the Director Environment Division
Authority to employ staff or cease employment	No. All employment issues are managed by Director Environment Division

Accountabilities

The position must:

- Comply with the Strategic Services Australia corporate policies as related to conduct, and all other management directives and attendant policies and procedures
- Actively commit and contribute to the successful implementation of the Environment Division’s Strategic Plan
- Ensure all work is conducted to meet safety, environmental and legislative requirements
- Show commitment to equal opportunity employment
- Ensure efficient and effective utilisation of time and resources allocated to the position / project
- Conduct all business transactions in an ethical, friendly, efficient and professional manner

Tasks / Responsibilities:

Purpose of the Position:

To project manage or support the delivery of environmental projects and activities being implemented by the Division, that contribute to the delivery of its 2018–22 Strategic Directions and approved Annual Operational Plans. The initial focus of projects for which the position will be responsible include:

- designing and delivering a coordinated (region wide) project to support Councils effectively and consistently deliver an “all hazards” approach to community engagement around disaster preparedness, response and recovery
- delivering and supporting delivery of a range of projects identified in the 2017-21 Hunter-Central Coast Regional Waste Avoidance and Resource Recovery Strategy.

It should be noted however, that the opportunity to expand and diversify into different environmental focus areas will be available over time depending upon the ongoing focus and directions of the Division.

Day to day activities undertaken by the position will include project planning, budget management, organising and facilitating meetings of multi stakeholder working groups; engaging and managing consultants and contractors; designing and delivering regional forums, workshops and training events; research and data analysis; preparing grant applications and reporting on progress, preparing award applications; and any other task as required to deliver quality outcomes for the region.

Key Responsibilities	Expected Outcomes
Program Management	
Facilitate regional stakeholder groups	<ul style="list-style-type: none"> • Management and facilitation of various stakeholder groups, including provision of secretariat services. • Presentations to groups on project activities
Manage consultants, contractors, project partners and stakeholders to ensure project outcomes are delivered within specified timeframes and budgets	<ul style="list-style-type: none"> • All contracts are effectively managed to time and budget and required outcome/output • Manage advisory panels for each project to facilitate timely and effective contributions to project implementation by key stakeholders
Regularly report on project delivery (in a variety of formats), to a range of stakeholder organisations including funding authorities, member councils and partner organisations	<ul style="list-style-type: none"> • Funding body reporting requirements are met within the expected timeframes and formats • Hunter Joint Organisation reporting requirements are met within the expected timeframes and formats
Regularly undertake project evaluation to ensure activities will provide the required project outcome, and effectively adapt delivery to ensure this is the case	<ul style="list-style-type: none"> • Develop and implement a Monitoring and Evaluation system for the projects under the care and control of the position

Key Responsibilities	Expected Outcomes
Successfully manage project implementation	<ul style="list-style-type: none"> • Project plans and work plans are developed and maintained to ensure delivery of project on time and on budget • Project activities and outputs are delivered according to agreed milestones, standards and timeframes
Technical Requirements	
Undertake research to identify, evaluate and synthesise information, resources and case studies relevant to project implementation, and report findings and recommendations to a variety of technical and non-technical audiences and stakeholders	<ul style="list-style-type: none"> • Research conducted and library of resources collated • Internal reports developed synthesising outcomes of research and providing recommended priorities, strategies and activities to support project delivery
Undertake or assist with the collection and analysis of regional environmental data to support modelling to inform decision making	<ul style="list-style-type: none"> • Implement data collection methodology • Assist with data analysis • Assist with management of consultant, council and Environment Division input into data analysis and data modelling activities.
Provide timely advice to the Director Environment Division on Advocacy Positions that the HJO Board will be asked to take as they relate to regional environmental management priorities and issues	<ul style="list-style-type: none"> • Provision of accurate, and timely advice to inform advocacy activities
Relationship Management	
Collaboratively facilitate the participation of member Councils to effectively inform, participate in, and contribute to successful delivery of project activities	<ul style="list-style-type: none"> • All participating Councils actively engaged in regional projects, attend meetings and provide required data and information in a timely fashion
Actively engage with other Regions to effectively inform, participate in, and contribute to successful delivery of project activities	<ul style="list-style-type: none"> • Engage regularly on the development and delivery of cross-regional projects, or joined requests for the State government to assist regions with project funding or delivery
Successfully engage with a range of stakeholders relevant to project delivery (e.g. Industry Associations, State and Commonwealth Government Agencies, Emergency Services and Community Organisations) to effectively inform, participate in, and contribute to successful delivery of project activities	<ul style="list-style-type: none"> • Active engagement with stakeholder organisations ensures most up-to-date information is provided to Councils on project related matters
Represent the Hunter Joint Organisation on any Regional, State or National Working Groups as required	<ul style="list-style-type: none"> • Professionally represent the Hunter Joint Organisation as a member of any group nominated to attend

Key Responsibilities	Expected Outcomes
Financial Management	
Manage budget tracking systems to ensure project outcomes are delivered within specified timeframes and budgets	<ul style="list-style-type: none"> • Ensure all project activities are managed to time and budget
Organisational Obligations	
Provide assistance to other staff from the Environment Division to support the successful delivery of projects	<ul style="list-style-type: none"> • Active participation in team meetings • Active participation in project planning, and evaluation meetings
Provide accurate and timely advice to ensure all relevant project information is included in regular Environment Division reports, newsletters, the Environment Division website and other relevant communications.	<ul style="list-style-type: none"> • Provision of required information within the required timeframe
Ongoing engagement in Hunter Joint Organisation corporate social activities wherever possible	<ul style="list-style-type: none"> • Participation in Hunter Joint Organisation staff events and activities

Selection Criteria

Qualifications / Education Level	
Tertiary qualifications in environmental management, health, science; or equivalent	Essential
Knowledge, Skills and Ability	
Project planning and management skills, including the ability to prioritise and manage workloads and budgets across different projects to ensure delivery within specified timeframes	Essential
Ability to work independently, and to exercise initiative and problem-solving skills	Essential
Excellent interpersonal skills and ability to liaise appropriately with internal and external partners and stakeholders through verbal and written communication methods	Essential
Demonstrated skills in organising, delivering and documenting outcomes from meetings, forums and workshops, including the delivery of formal presentations and facilitation of workshop activities	Essential
Demonstrated skills in researching technical issues, analysing outcomes, and communicating the research findings to various technical and non-technical stakeholder groups	Essential
Excellent word processing skills and competence with various software packages, including Outlook, Word, PowerPoint and Excel	Essential
Experience	
Minimum 3 years relevant experience in managing the delivery of environmental projects (preferably in a Local Government context)	Essential
Experience managing consultants / contractors to ensure projects are delivered within specified timeframes and budgets.	Essential

Experience in successfully facilitating participation of multiple partners and stakeholders to ensure delivery of projects on time and within budget	Desirable
Experience in the design, development and delivery of environmental and/or other community education initiatives and capacity building materials	Desirable
Experience working for / with Local Government	Desirable
Other	
Class C NSW Drivers licence	Essential