



POSITION TITLE	Sustainability Projects Officer
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021 to 2023 Band 6
DIRECTORATE	Planning and Infrastructure
BUSINESS UNIT	Sustainability
REPORTS TO	Sustainability Coordinator
SUPERVISES	Nil
EMPLOYMENT STATUS	Full time, Permanent
DATE	July 2022
EMPLOYEE NAME	Vacant

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

This position has been created as part of the Working for Victoria program using funds provided by the State of Victoria to create short-term employment opportunities during the COVID19 Pandemic. The continuation of this position is conditional on the receipt of this funding.

General objectives:

- Conduct research and collection of information on sustainability matters for the collective use for Sustainability Team’s projects.
- Collaborate with Sustainability Co-ordinator, and staff of other units as required, to prepare and produce sustainability documents.
- Contribute to the efficient and effective operation of the sustainability team through positive participation as a team member.
- Provide Environmental Sustainable Design (ESD) advice to council’s planning teams in relation to planning and development projects and applications, to promote positive ESD outcomes for the City.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

Specific objectives:

- Develop materials to support the reduction of single use plastics in council operations
- Develop materials in relation to reducing operational greenhouse gas emissions
- Provide ESD assessment of planning and development applications.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

Accountable for the provision of accurate and timely delivery of specific and technical information on all sustainability related matters in a variety of forums.

This position is requires you to be self-directed at work with some supervision.

Duties:

- Provide technical and/or specialised sustainability advice both verbally and in writing to stakeholders, in a prompt and courteous manner.
- Provide assistance, advice and share information with Sustainability Co-ordinator.
- Ensure that adequate and appropriate records are kept of sustainability projects and other verbal and written correspondence as necessary for the proper functioning of the section and the council.
- Participate with the team in the development of council documentation in conjunction with the council's Sustainability Co-ordinator and other teams as required.
- Assessment of ESD aspects of planning and development applications.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust Talk straight – Say what you mean and mean what you say

 Create transparency – Do not withhold information unnecessarily or inappropriately

 Right wrongs

 Practice accountability – Take responsibility for results without excuses

 Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect Treat other people with courtesy, politeness and kindness, no matter what their position or opinion

 Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values

 Keep confidences

 Do what you say you will do to the best of your ability

Be open about mistakes

Speak of those that are absent only in a positive way

Learning Work together and learn from each other

Continuously improve and innovate

Be open to change

There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Be organised and prioritise daily and weekly activities.
- Determine appropriate action, perform tasks according to established practices and procedures and escalate issues appropriately.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated knowledge of environmental sustainability.
- Ability to adapt to new concepts, ideas and policies especially in environmental sustainability theory and practice.
- Ability to analyse and interpret a range of information and issues to make prompt, well-informed decisions based on experience and knowledge as well as the relevant council policies and procedures.
- Ability to solve sustainability problems, use creative thought, and apply documented processes, procedures, guidelines and technical knowledge.
- Experience or understanding in providing ESD planning and development application advice advantageous
- Ability to attend to work requests in a co-operative and conciliatory manner.
- Ability to communicate effectively to gain the co-operation and assistance from other employees.
- Ability to negotiate and resolve conflict with regard to the day-to-day roles and responsibilities of the position.
- Ability to maintain confidentiality.
- Ability to promote the council's image in a proactive and positive manner.
- Demonstrated ability to be an integral part of a team environment.
- Understanding of the importance of good record keeping and the ability to effectively use Council's document management system.
- Commitment to follow all reasonable workplace instruction from the Sustainability Co-ordinator.
- Computer skills relevant to environmental sustainability.

- Reliable and punctual.

MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks.
- Meet deadlines, as discussed with the supervisor.
- Receive and follow directions from a supervisor and seek workload management support when required.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk and consider it when performing work
- Take care of own safety and wellbeing and that of other staff, and follow OHS procedures.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Manage own time effectively, and work to deadlines.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform and use any personal protective equipment prescribed for the position and particular work duties.

INTERPERSONAL SKILLS

- Work cooperatively as part of a team.
- Maintain confidentiality as required.
- Document work according to established practices.
- Communicate effectively with other employees and external stakeholders.
- Gain cooperation and assistance from others (including other employees).

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council

and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Qualification in environmental science, sustainability or similar.
- Experience with or interest in environmental sustainability and waste reduction.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence.
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement).
- Victorian Working with Children Check (required to be supplied by the employee or prospective employee prior to commencement, and renewed as required).

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.





KEY SELECTION CRITERIA

1. Relevant qualifications in environmental science, sustainability or an equivalent combination of experience, education and training.
2. Good interpersonal, and communication skills.
3. Experience with or interest in environmental sustainability and waste reduction education.
4. Ability to contribute to the efficient and effective operation of the sustainability team through positive participation as a team member

5. The ability to manage time, set priorities and organise work, both independently and as part of a team, to achieve set objectives despite conflicting pressures.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.		PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	
		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.			

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
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Build and Enhance Relationships

Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
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Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
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Future Focus

<p>Looks for improvements and is adaptable to change.</p>	<ul style="list-style-type: none"> • Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
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People Development

<p>Welcomes opportunities for learning and self-development.</p>	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
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Manage Health and Wellbeing

<p>Takes responsibility for self-care and managing work-life balance.</p>	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
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Safety and Risk Management

<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures
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ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Computer work			Sitting				✓
			Standing			✓	
			Walking		✓		
			Lifting < 10kgs		✓		
			Carrying		✓		
			Pushing	✓			
			Pulling		✓		
			Climbing	✓			
			Bending		✓		
			Twisting		✓		
			Squatting		✓		
			Kneeling		✓		
			Reaching		✓		
			Fine motor		✓		
			Neck postures				✓
			Accepting instructions				✓
			Providing instructions			✓	
			Sustained concentration				✓
			Major decision making			✓	
			Complex problem solving				✓
			Supervision of others	✓			
			Interaction with others				✓
Exposure to confrontation		✓					
Respond to change				✓			
Prioritisation				✓			

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.