



CANDIDATE INFORMATION AND SELECTION CRITERIA

POSITION:	ENVIRONMENTAL CONSULTANT – SYDNEY
COMMENCEMENT:	March 2020
POSITION STATUS:	Permanent (six month mandatory probation period)
CLOSING DATE:	4.00pm Monday 10th February
POSITION REFERENCE:	ECESY20 (Please note this reference on the application)
ENQUIRIES:	By email only to glenn.eales@envirocom.com.au . Please note that telephone enquiries will not be responded to.
ADDRESS FOR APPLICATIONS	glenn.eales@envirocom.com.au (General Manager)
OTHER RELEVANT INFORMATION	<ul style="list-style-type: none">• Only applicants with clearance to work permanently in Australia need apply• Interviews will be conducted in late February• Short listed applicants will be required to undertake a pre-employment medical• The successful application must be willing to participate in workplace vaccinations
DOCUMENTS TO BE SUBMITTED:	<ol style="list-style-type: none">1. Updated curriculum vitae2. Letter addressing selection criteria
POSITION LOCATION:	Chipping Norton, NSW
SALARY:	To be discussed relevant to experience – Level 3 to 5 Environmental Consultant Package includes: Salary, phone allowance + superannuation with access to a company vehicle for work related travel.

POSITION
DESCRIPTION:

Attached

SELECTION CRITERIA:

To be considered for this role the following Selection Criteria must be addressed.

Essential:

1. Relevant tertiary qualifications in Environmental Science, Communications, Education, Management or similar
2. Three to five years' proven experience in an environmental project delivery role
3. Proven time and project management skills and ability to multi-task
4. Proven ability to coordinate, develop, deliver and evaluate a range of diverse projects to a high standard
5. Knowledge, or the ability to quickly acquire knowledge, within the field of waste management
6. Flexibility and willingness to undertake a waste officer secondment role(s)
7. Flexibility and willingness to undertake physical project delivery, including waste audits and bin inspection programs
8. Demonstrated high level verbal and written communication skills. This includes report writing, client engagement and educational presentations to a range of external stakeholders and within EnviroCom (the ability to be cleared as Suitable to Work with Children essential)
9. Proven ability to work independently and as part of team (including task delegation, project supervision and leadership)
10. Flexibility and willingness to undertake after hours work including weekends; periodic road travel for up to one week at a time (valid driver's licence essential).
11. High level skills in Microsoft suite (including Excel)

Title:	Environmental Consultant	Name:			
Department:	EnviroCom				
Written By:	Paula Harrison	Date:	04/03/09	Telephone:	07 3457 2400
Approved by: General Manager:	Paula Harrison		Date:	04/03/09	

Part A: Position Description Guidelines

Please ensure you complete the sections below to reflect the inherent requirements of the position (i.e., **what are the major accountabilities, competencies and experience needed to successfully meet the purpose of this role**).

If a person is currently in this position, please remember **not to complete the document to reflect what the person currently does and the level they perform at, but what they should be doing and how they should be performing**.

Part B: Position Description

Indicate in a single sentence (if possible) why the position exists.

To provide project development, implementation, evaluation and reporting on a range of environmental projects to service the needs of EnviroCom's customers and potential customers.

Part C: Position Impact

Indicate in a single sentence (if possible) why the position is important to EnviroCom's success.

The position will provide creative and timely project development, implementation, evaluation and reporting on a range of environmental projects that will enhance EnviroCom's position as a quality provider of environmental services.

Part D: Major Accountability Areas

Broadly categorise the major accountabilities/responsibilities of the position and provide a performance measure (Key Performance Indicator) for each Major Accountability Area.

Major Accountability Area	Key Performance Indicator (Based on SMART criteria= Specific, Measurable, ACHIEVABLE, Relevant, Time-Limited)
Strategy and Planning	<ul style="list-style-type: none"> ▪ Design strategies for customers within budget constraints ▪ Assess and outline hours required for implementing strategy initiatives ▪ Develop plans for implementation of program initiatives ▪ Adhere to reporting systems to accurately record all initiatives and their outcomes ▪ Evaluate program initiatives against desired outcomes ▪ Review the success of activities within program on an annual basis (or as required within contract)
Education and Outreach	<ul style="list-style-type: none"> ▪ Conduct regular visits and presentations to schools (as required within strategies) ▪ Deliver a variety of community outreach activities (as required within strategies) ▪ Undertake research projects relating to environmental education (as required within strategies)
Technical services	<ul style="list-style-type: none"> ▪ Assist with and/or coordinate waste audit programs as directed by Manager ▪ Undertake and/or supervise Bin Inspection Programs ▪ Report on technical service projects as directed by Manager ▪ Undertake stock inventories for technical service equipment ▪ Maintain equipment in clean and ordered condition ▪ Maintain all equipment in appropriate working and compliance order
Customer liaison	<ul style="list-style-type: none"> ▪ Attend meetings with designated customers to provide project status reports ▪ Provide documentation to customers for approval ▪ Provide customers with clear project timelines for feedback ▪ Work with customers on projects as required
Involvement in cross-business, community and industry activities	<ul style="list-style-type: none"> ▪ Represent EnviroCom on industry committees as required ▪ Provide feedback on industry information to manager/team to enhance the organisations knowledge ▪ Identify possible opportunities to promote EnviroCom's services (follow up as requested by Manager)
Reporting	<ul style="list-style-type: none"> ▪ Provide all reports to customers according to approved timelines and budgets ▪ Develop, monitor and maintain directory of relevant school/project contacts. ▪ Attendance at and participation in designated project meetings
Administration and management	<ul style="list-style-type: none"> ▪ Adhere to all company administrative procedures required as part of this position: ▪ Record hours worked on a daily basis ▪ Provide timesheets on a weekly basis ▪ Record TOIL ▪ Provide leave documentation ▪ Continually update project plans ▪ Provide project status reports to management on request and as designated

Part E: Competencies

Select six competencies from the EnviroCom Competency Framework, which are necessary to achieve the position’s major responsibility areas. Also, indicate the level (including descriptor) of the competency (i.e., Basic, Intermediate, Advanced).

Competency	Definition	Level
Sector knowledge	Maintains up-to-date knowledge about current and potential future policies, trends, technology and other information relevant to the environmental sector.	Intermediate – Understands the key environmental issues associated with the role and is prepared to seek further information which aids in delivery of innovative strategy initiatives.
Project and Time Management	Plans, coordinates and delivers projects on time using project management methods, tools and techniques. Provides customer status and annual reports on time.	Intermediate – Plans, coordinates and delivers medium sized projects on time using project management methods, tools and techniques. Provides customer status and annual reports on time.
Team Work and Management	Is cooperative and helpful to the rest of the team/ other teams; Actively assists other team members towards the achievement of a common goal.	Intermediate –volunteers to help others succeed; proactively participates in team decision making; makes suggestions and is prepared to take on additional responsibility to improve team performance. Responds well to management directives.
Communicating to Others	Conveys and explains information clearly and concisely; can get messages across with the desired effect; prepares routine documents and comprehensive reports; makes formal presentations to a variety of audiences	Advanced - Communicates (both in writing and orally) with people from all levels of EnviroCom and externally about routine and non – routine tasks and issues; when making formal oral presentations can manage group and changes tactics when something isn’t working.
Interpersonal agility	Takes time to listen, understand and respond appropriately to others; builds rapport quickly and relates well to all kinds of people; builds relationships and networks to achieve both personal goals and business goals.	Intermediate– Learns quickly when facing new problems; looks beyond the obvious when analysing a situation.
Business Interest	Shows an interest in EnviroCom as a business; provides constructive input into the direction of the business; promotes EnviroCom’s services to customers.	Intermediate - Shows an interest in EnviroCom as a business; provides constructive input into the direction of the business; promotes EnviroCom’s services to customers.

Part F: Compliance/Workplace Safety

Compliance with OH & S systems; organisational procedures and policies is a mandatory requirement of this position.

As part of the EnviroCom team, movement of education resources is essential and this may involve the lifting of heavy or awkward objects, including boxes. Manual handling training will be required/ provided.

As part of the EnviroCom team, undertaking waste auditing and bin inspection programs is expected. These may involve lifting of heavy objects, standing for long periods of time, bending and being subjected to unpleasant sights and odours. Audit procedures must be continually adhered to and training provided.

This role requires regular motor vehicle travel to meet business requirements. A current drivers licence is essential.

Part G: Essential & Desired Experience

Summarise the essential experience and desired experience (including years of experience, if relevant) necessary to perform this position

Essential	Desired
<ul style="list-style-type: none"> ▪ Qualifications/experience in a similar position/specialist field ▪ Excellent communication skills – both written and verbal ▪ Report writing ▪ Ability to plan and organise projects ▪ Proficiency with Microsoft suite (including Excel) 	<ul style="list-style-type: none"> ▪

Part H: Essential & Desired Formal Qualifications

Indicate the essential and desired formal qualifications necessary to perform this position.

Essential	Desired
<ul style="list-style-type: none"> ▪ Relevant Tertiary qualification ▪ Drivers Licence ▪ Clearance (or ability to be cleared) as Suitable to Work with Children 	<ul style="list-style-type: none"> ▪

Part I: Role Dimensions

<p>Budget (Indicate if the position is responsible for a budget and/or revenue)</p>	<p>Annual Operating Expense Budget \$ _____ Per Annum</p> <p>Annual Business Unit Revenue \$ _____ Per Annum</p> <p>Quotation Authorisation Limits \$ _____ Per quotation</p> <p>Expenditure Authorisation Limits <u>As outlined in strategies</u> Per expenditure</p>
<p>Customers (Customers/stakeholders this position services/liases with)</p>	<p>Customers and potential customers; industry groups. Internal staff, national and regional management and J.J.Richards Board of Directors.</p>

Part J: Organisational Structure

Reports To (position title this position directly reports to)	Regional Manager		
Dotted-Line Report (if applicable, position title this position indirectly reports to)			
Reporting to this Position (indicate the number of employees reporting to this position and their position band)	Number of employees supervised/managed:	_____	Directly
		_____	Indirectly
	Position of employees supervised/managed:	Not applicable	
Reporting to this Position (indicate the number of employees reporting to this position and their position band)	Number of external contractors supervised/managed:	_____	Directly
		_____	Indirectly

Part K: Other information

Provide any other information you think is necessary to describe this role (e.g., physical requirements, incident management availability, drivers licence).

- | |
|--|
| <ul style="list-style-type: none"> ▪ Manual drivers licence ▪ Willingness to travel ▪ Flexible to work long hours if required ▪ Flexible to work evenings and weekends as required |
|--|