



CANDIDATE INFORMATION AND SELECTION CRITERIA

POSITION:	GRADUATE PROJECT OFFICER– MELBOURNE
COMMENCEMENT:	September / October 2019
POSITION STATUS:	Permanent Fulltime
CLOSING DATE:	4.00pm Wednesday 4th September 2019
POSITION REFERENCE:	GPOEME19 (Please note this reference on the application)
ENQUIRIES:	By email only to donald.munro@envirocom.com.au . Please note that telephone enquiries will not be responded to.
ADDRESS FOR APPLICATIONS	donald.munro@envirocom.com.au (Regional 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 September• Short listed applicants will be required to undertake pre-employment medical• The successful applicant 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:	Dandenong South
SALARY:	To be discussed relevant to experience Package includes: Salary + mobile phone allowance + superannuation.

POSITION
DESCRIPTION:

Attached

SELECTION CRITERIA:

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

Essential:

1. A tertiary qualification in Environmental or Sustainability Management, Education, Science, Communications or a related field.
2. Strong written and verbal communication skills. This includes report writing, verbal communications and presentations to a range of community groups, external stakeholders and within EnviroCom.
3. Knowledge, or the ability to quickly acquire knowledge within the field of waste management.
4. Proven computer literacy including a demonstrated ability to work with the MS Office Suite of programs.
5. Proven well developed organisational and time management skills.
6. Proven ability to work independently or as part of team.
7. Flexibility and willingness to undertake physical project delivery, including waste audits and bin inspection programs.
8. Flexibility and willingness to undertake after-hours work including early mornings, evenings and weekends.
9. Willingness to travel, for up to one week, as required. Travel may be interstate.
10. A current drivers licence.
11. A willingness to conform to all safety requirements including inoculations against hepatitis A, hepatitis B and tetanus.
12. Clearance as Suitable to Work with Children and Vulnerable People (or the ability to be cleared)
13. Ability to commence the position in late September or early October 2019.

PD-GPO

Graduate Project Officer



Title:	Graduate Project Officer	Name:			
Department:	EnviroCom				
Written By:	Glenn Eales	Date:	07/10/09	Telephone:	07 34572400
Approved By National Manager:	Paula Harrison		Date:	21/10/09	

Part B: Position Description

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

To assist in the provision of project development, implementation, evaluation and reporting on a range of environmental projects to service the needs of EnviroCom's customers and potential customers as directed by consultants and management.

Part C: Position Impact

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

The position supports the creative and timely support for 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.
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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)
Training	<ul style="list-style-type: none"> ▪ Actively participate in training (structured and non-structured) across all aspects of the position ▪ Provide honest feedback to management on ability to undertake duties ▪ Identify areas where further training may be required to assist in delivery of duties
Technical services	<ul style="list-style-type: none"> ▪ Assist in waste audit programs as directed by Manager – including but not limited to waste segregation, equipment maintenance, data entry and data analysis ▪ Undertake Bin Inspection Programs ▪ Report on technical service projects as directed by Manager ▪ Undertake data analysis and reporting ▪ Undertake stock inventories for technical service equipment ▪ Maintain equipment in clean and ordered condition ▪ Calibrate scales and ensure all equipment is working
Education and outreach	<ul style="list-style-type: none"> ▪ Conduct visits and presentations to schools (as required) ▪ Deliver a variety of community outreach activities (as required) ▪ Undertake research projects relating to environmental education (as required)
Strategy and planning	<ul style="list-style-type: none"> ▪ Assist in the development of strategies for customers within budget constraints as directed ▪ Adhere to reporting systems to accurately record all activities and their outcomes
Customer liaison	<ul style="list-style-type: none"> ▪ Work with customers on projects as instructed
Involvement in cross-business, community and industry activities	<ul style="list-style-type: none"> ▪ Represent EnviroCom on industry committees as required (management approved) ▪ 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 management with all reports for assessment and approval ▪ 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 and provide timesheets on time ▪ 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.	Sound – Is aware of the key environmental issues associated with the role and is prepared to seek further information which aids in delivery of innovative initiatives.
Project and Time Management	Plans, coordinates and delivers projects on time using project management methods, tools and techniques. Provides project status reports on time.	Intermediate – Plans, coordinates and delivers tasks on time using project management methods, tools and techniques.
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. Undertakes training and provides management and project leaders with honest assessment of confidence and progress.
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. Shows a willingness to be flexible to ensure customer needs are met.
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 as required.



Part F: Compliance/Occupational Health & Safety (OH&S)

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 will be provided.

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

Travel throughout Regional New South Wales in a requirement of the position as is the willingness to be away from home for up to a week at a time.

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 in Environmental Science, Environmental Management, Sustainability or a related field ▪ Advanced communication skills – both written and verbal ▪ High quality report writing ▪ Ability to plan and organise tasks ▪ Proficiency with Microsoft suite (including Excel) 	<ul style="list-style-type: none"> ▪ Voluntary or work related experience in a similar role

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 ▪ Ability to be cleared as Suitable to Work with Children 	<ul style="list-style-type: none"> ▪ Clearance as Suitable to Work with Children

Part I: Role Dimensions

Budget (Indicate if the position is responsible for a budget and/or revenue)	Annual Operating Expense Budget _____ Per Annum
	Annual Business Unit Revenue \$ _____ Per Annum
	Quotation Authorisation Limits _____ Per quotation
	Expenditure Authorisation Limits _____ Management approval _____ Per expenditure
Customers (Customers/stakeholders)	Customers and potential customers; industry groups. Internal staff, state and national management.



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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)	Senior Consultants and Project Coordinators
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
	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).

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| <ul style="list-style-type: none"> ▪ Manual handling and heavy lifting may be required as part of this role ▪ Long periods of time at a computer may be required as part of this role ▪ Manual drivers licence is required ▪ Willingness to travel interstate is necessary to this role ▪ Flexibility to work long hours if required ▪ Flexibility to work evenings and weekends if required |
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