



## CANDIDATE INFORMATION AND SELECTION CRITERIA

- POSITION:** ENVIRONMENTAL CONSULTANT – SYDNEY  
(Readvertised)
- COMMENCEMENT:** Immediate
- POSITION STATUS:** Permanent full time (subject to standard six months probationary period)
- CLOSING DATE:** **4.00pm Thursday 15<sup>th</sup> March 2012**
- POSITION REFERENCE:** ECSyd0212 (Please note this reference on the application)
- ADDRESS FOR APPLICATIONS:** paula@envirocom.com.au
- DOCUMENTS TO BE SUBMITTED:**
1. Updated curriculum vitae
  2. Letter addressing selection criteria
- POSITION LOCATION:** Chipping Norton, New South Wales
- SALARY:** To be discussed relevant to experience.
- Package includes: Salary + superannuation + vehicle allowance (paid weekly).
- POSITION DESCRIPTION:** Attached
- SELECTION CRITERIA:** Please clearly respond to the following Selection Criteria.
- Essential:
1. Relevant tertiary qualifications in Environmental Science or Natural Resource Management
  2. Three to five years' experience in the development and delivery of environmental education programs to community and schools
  3. Exceptional and proven time and project management skills and ability to multi task
  4. Proven ability to coordinate, develop, deliver and evaluate a range of environmental projects to a high standard
  5. Demonstrated high level verbal and written

communication skills (including report writing). This includes report writing, presentations to a range of external stakeholders and within EnviroCom

6. Proven ability to work independently or as part of team (including task delegation and supervision)
7. Flexibility and willingness to undertake physical project delivery, including waste audits.
8. Flexibility and willingness to undertake occasional after hours work; periodic road travel for up to one week at a time throughout regional New South Wales or interstate.
9. Proficiency with Microsoft suite (including Excel)
10. Manual drivers licence and access to a presentable and reliable vehicle
11. Clearance as Suitable to Work with Children (or the ability to be cleared)

Desired:

1. Certificate IV Workplace Training and Assessment
2. Experience in the use of graphics or database programs



# Position Description

## Part A – Position Details

Title:	Environmental Consultant				
Department:	Sydney Office				
Written By:	Paula Harrison	Date:	15/9/08	Telephone:	
Approved By National Manager:	PCH	Date:	22/10/08		

*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 Purpose

*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"> <li>• Design strategies for customers within budget constraints</li> <li>• Assess and outline hours required for implementing strategy initiatives –apply costings as directed by Manager</li> <li>• Develop plans for implementation of program initiatives</li> <li>• Develop reporting systems to accurately record all initiatives and their outcomes</li> <li>• Evaluate program initiatives against desired outcomes</li> <li>• Review the success of activities within program on an annual basis (or as required within contract)</li> </ul>
Education and Outreach	<ul style="list-style-type: none"> <li>• Conduct regular visits and presentations to schools (as required within strategies)</li> <li>• Deliver a variety of community outreach activities (as required within strategies)</li> <li>• Undertake research projects relating to environmental education (as required within strategies)</li> <li>• Work 'in-house' for Council customers as required</li> </ul>
Technical services	<ul style="list-style-type: none"> <li>• Coordinate and assist with waste audit programs as directed by Manager</li> <li>• Undertake Bin Inspection Programs</li> <li>• Report on technical service projects as directed by Manager</li> <li>• Coordinate stock inventories for technical service equipment</li> <li>• Maintain equipment in clean and ordered condition</li> <li>• Calibrate scales and ensure all equipment is working</li> </ul>
Customer liaison	<ul style="list-style-type: none"> <li>• Attend meetings with designated customers to provide project status reports</li> <li>• Provide documentation to customers for approval</li> <li>• Provide customers with clear project timelines for feedback</li> <li>• Work with customers on projects as required</li> </ul>
Involvement in cross-business, community and industry activities	<ul style="list-style-type: none"> <li>• Represent EnviroCom on industry committees as required</li> <li>• Provide feedback on industry information to manager/team to enhance the organisations knowledge</li> <li>• Identify possible opportunities to promote EnviroCom's services (follow up as requested by manager)</li> </ul>

Reporting	<ul style="list-style-type: none"> <li>• Provide all reports to customers according to approved timelines and budgets</li> <li>• Develop, monitor and maintain directory of relevant school contacts.</li> <li>• Attendance at designated project meetings</li> </ul>
Administration and management	<ul style="list-style-type: none"> <li>• Adhere to all company administrative procedures required as part of this position: <ul style="list-style-type: none"> <li>• Record hours worked on a daily basis</li> <li>• Provide timesheets on a weekly basis</li> <li>• Provide leave documentation</li> <li>• Continually update project plans</li> <li>• Provide project status reports to management on request and as designated</li> </ul> </li> </ul>

### 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/Occupational Health & Safety (OH&S)

Specify any compliance/OH&S requirements or responsibilities relevant to the position. If training is a requirement, please indicate frequency. **Please note** all staff must perform their roles in accordance to the OH&S accountabilities

#### Example below

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
Excellent communication skills – both written and verbal Three to five years' experience working in the field of environmental education project delivery Report writing Public speaking Ability to plan and organise projects Proven time management skills Proficiency with Microsoft suite (including Excel)	Corel draw or other graphic programs

### Part H – Essential & Desired Formal Qualifications

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

Essential	Desired
Relevant Tertiary qualification Manual Drivers Licence Clearance (or ability to be cleared) as Suitable to Work with Children	

### Part I – Role Dimensions

<b>Budget</b> <i>(Indicate if the position is responsible for a budget and/or revenue)</i>	Annual Operating Expense Budget	\$N/A	Per Annum
	Annual Business Unit Revenue	\$	Per Annum
	Quotation Authorisation Limits	\$within contract strategies only	Per quotation
	Expenditure Authorisation Limits	\$ within contract strategies only	Per expenditure
<b>Customers</b> <i>(Customers/stakeholders this position services/liases with)</i>	Council and other customers – as allocated by the State and National Manager		

## Part J – Organisational Structure

Reports To ( <i>position title this position directly reports to</i> )	Manager, EnviroCom Sydney		
Dotted-Line Report ( <i>if applicable, position title this position indirectly reports to</i> )			
Reporting to this Position ( <i>indicate the number of employees reporting to this position and their position band</i> )	Number of employees supervised/managed:	N/A Up to 3 (periodic)	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).*

Manual drivers licence  
 Willingness to travel throughout regional New South Wales on periodic basis for up to one week and occasionally interstate  
 Flexible to work long hours if required  
 Flexible to work evenings and weekends as required