



## CANDIDATE INFORMATION AND SELECTION CRITERIA

February 2012

POSITION: GRADUATE PROJECT OFFICER – EIGHT MILE PLAINS

COMMENCEMENT: April 2012

POSITION STATUS: Newly created position

CLOSING DATE: 4.00 Thursday 15<sup>th</sup> March

POSITION REFERENCE: GPOBris0212 (Please note this reference on the application)

ADDRESS FOR APPLICATIONS: glenn@envirocom.com.au

DOCUMENTS TO BE SUBMITTED: 

1. Curriculum vitae
2. Letter addressing selection criteria

POSITION LOCATION: Eight Mile Plains Queensland

SALARY: To be discussed at interview.

Package includes: Salary + superannuation.

POSITION DESCRIPTION: Attached

SELECTION CRITERIA: Please clearly respond to the following Selection Criteria.

1. A tertiary qualification in Environmental Science, Management, Education, Sustainability or a related field.
2. Strong written and verbal communication skills and a proven capacity for student and community engagement.
3. Sound understanding of current waste, water and energy management issues.
4. Proven computer literacy including a demonstrated ability to work with the MS Office Suite of programs.
5. Well developed organisational skills.
6. Experience in team project development and delivery environments.
7. Willingness to regularly travel throughout South East Queensland and as required, throughout regional

Queensland and interstate. Overnight stays are likely to be included in the regional and interstate travel.

8. A current Qld drivers licence (manual) or equivalent.
9. A willingness to conform to all safety requirements including inoculations against hepatitis A, hepatitis B and tetanus.

**PD-7##**

# Graduate Project Officer



Title:	Environmental Project Officer	Name:			
Department:	EnviroCom				
Written By:	Glenn Eales	Date:	07/10/09	Telephone:	07 3488 9660
Approved By National Manager:	Paula Harrison			Date:	

## 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 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 provision of 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)
Training	<ul style="list-style-type: none"> <li>▪ Actively participate in training (structured and non-structured) across all aspects of the position</li> <li>▪ Provide honest feedback to management on ability to undertake duties</li> <li>▪ Identify areas where further training may be required to assist in delivery of duties</li> </ul>
Technical services	<ul style="list-style-type: none"> <li>▪ Assist in 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>▪ Undertake 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>
Education and outreach	<ul style="list-style-type: none"> <li>▪ Conduct visits and presentations to schools (as required)</li> <li>▪ Deliver a variety of community outreach activities (as required)</li> <li>▪ Undertake research projects relating to environmental education (as required)</li> </ul>
Strategy and planning	<ul style="list-style-type: none"> <li>▪ Assist in the development of strategies for customers within budget constraints as directed</li> <li>▪ Adhere to reporting systems to accurately record all activities and their outcomes</li> </ul>
Customer liaison	<ul style="list-style-type: none"> <li>▪ Work with customers on projects as instructed</li> </ul>
Involvement in cross-business, community and industry activities	<ul style="list-style-type: none"> <li>▪ Represent EnviroCom on industry committees as required (management approved)</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 management with all reports for assessment and approval</li> <li>▪ Develop, monitor and maintain directory of relevant school/project contacts.</li> <li>▪ Attendance at and participation in 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:</li> <li>▪ Record hours worked on a daily basis</li> <li>▪ Provide timesheets on a weekly basis</li> <li>▪ Record TOIL</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>

### 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 customer status and annual 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 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.



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

**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"> <li>▪ Relevant Tertiary qualification</li> <li>▪ Drivers Licence</li> <li>▪ Ability to be cleared as Suitable to Work with Children</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clearance as Suitable to Work with Children</li> </ul>

**Part I: Role Dimensions**

<b>Budget</b> (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
<b>Customers</b> (Customers/stakeholders this position services/liases with)	Customers and potential customers; industry groups. Internal staff, state and national management.		



**Part J: Organisational Structure**

<b>Reports To (position title this position directly reports to)</b>	State Manager		
<b>Dotted-Line Report (if applicable, position title this position indirectly reports to)</b>	Senior Consultants and Project Coordinators		
<b>Reporting to this Position (indicate the number of employees reporting to this position and their position band)</b>	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).

- Manual drivers licence
- Willingness to travel
- Flexible to work long hours if required
- Flexible to work evenings and weekends as required