



CANDIDATE INFORMATION AND SELECTION CRITERIA

POSITION:	GRADUATE PROJECT OFFICER – Dandenong South
COMMENCEMENT:	May 2022
POSITION STATUS:	Permanent (six month mandatory probation period)
CLOSING DATE:	4.00pm Monday 18th April 2022 Note, interviews may be conducted prior to this time for suitable candidates
POSITION REFERENCE:	GPOEME22
ENQUIRIES:	By email only to donald.munro@envirocom.com.au . Please note that telephone enquiries will not be responded to.
OTHER RELEVANT INFORMATION	<ul style="list-style-type: none"> • Only applicants with clearance to work permanently in Australia need apply • 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 vitae 2. Cover letter addressing selection criteria (2 pages max)
POSITION LOCATION:	Dandenong South, VIC
SALARY:	<p>To be discussed relevant to experience and skills – graduate role is an entry level position and a pathway to an Environmental Consultant role</p> <p>Package includes: Salary, phone allowance, + superannuation.</p>

<p>POSITION OUTLINE:</p>	<p>The Graduate Project Officer position is offered within EnviroCom’s Graduate Program. This program is a paid fulltime position that mentors graduates in key service areas to generate a well-rounded Environmental Consultant. As a result, it is the direct intention that the successful applicant will develop all the required skills and be offered an Environmental Consultant role in the future.</p> <p>This position will have areas of focus that include:</p> <ul style="list-style-type: none"> • Physical data collection (waste auditing and bin inspection projects) • Presentation and education services • Data management and reporting <p>In addition, there are opportunities for applicants with a strong creative interest. For example, the development of educational resources (print and electronic) as well as infographic and other elements to assist in the accessibility of information in reports.</p> <p>EnviroCom’s physical data collection projects frequently involve early starts – candidates who embrace being up and out early will enjoy these opportunities.</p> <p>As a result, we are seeking an environmentally and creatively minded individual, who wishes to participate in all aspects of the consultancy’s services. The candidate would also have a focus on time management and working in a team environment while being a proactive participant in their own learning and development. Candidates that can deliver this, while adding a design flair to documents, printed and digital education and behaviour change resources would be considered highly desirable.</p> <p>A manual driver’s licence, the ability to attain and retain a working with children card, and a willingness to participate in required workplace vaccination programs are all essential for this role.</p>
<p>ESSENTIAL SELECTION CRITERIA:</p>	<ol style="list-style-type: none"> 1. Relevant qualifications in Environmental Sciences, Graphic Design, Communications, Education, Environmental Management or similar 2. Knowledge, or the ability to quickly acquire knowledge, within the field of waste management 3. Willingness to undertake physical project delivery, including waste audits and bin inspection programs 4. Demonstrated high level written communication skills. This includes skills in drafting, self-editing and editing the work of others across a range of

	<p>written formats. For example project updates and reports, formal and informal emails and educational and engagement text.</p> <ol style="list-style-type: none"> 5. Demonstrated high level verbal communication skills. This may include student and community presentations, client engagement, public speaking and internal communications. 6. Demonstrated research and data analysis skills including aggregation, manipulation and analysis of data sets using MS Excel.
<p>ABOUT ENVIROCOM:</p>	<p>EnviroCom Australia (EnviroCom) is an independent division of JJs Waste and Recycling. We have provided professional environmental consultancy services to the public and private sectors since 1998.</p> <p>EnviroCom's services focus on generating positive environmental behaviours in communities in which we work. Our primary focus is on sustainability behaviours that limit, reduce and recover resources, with the primary service area associated with waste minimisation and recovery. Water demand, energy demand and environmental sustainability are also areas of focus. To achieve this, critical application of environmental education and behaviour change approaches are applied based on community understanding arising from research and industry best practice.</p> <p>As a result, our staff have a focus on behaviour change processes, including the provision of services that determine current behaviours as well as identifying opportunities for changing or improving behaviours. In waste management, these services may include analysing the composition of waste streams (physical segregation of waste materials), determining waste generation and disposal behaviours (inspections of bins), and investigating and understanding the beliefs and attitudes that drive the observed behaviours (surveys, interviews and focus groups). Combining these research programs with innovative, strategic and high-quality community education and engagement interventions is key to the longevity of our organisation.</p> <p>EnviroCom has offices in Brisbane and Coolum as well as offices in Sydney, Orange, Melbourne and Canberra. The offices work primarily as small teams to deliver projects within each geographic region, but also assist other branches with specialised skills or to meet specific project needs. This will result in regional as well as interstate travel on occasions.</p> <p>EnviroCom is a leader in the unique blend of services offered to our clients. The offered position provides an</p>

	<p>opportunity to influence the behaviours of communities across QLD and Australia, resulting in improved environmental and sustainability outcomes. If you have the required mix of practical skills, knowledge and experiences and would like to influence policy and local behaviours, this is the position for you!</p>
--	---

Title:	Graduate Project Officer	Name:	
Department:	EnviroCom		
Written By:	Christian Lisle	Date:	14/7/09
Approved by: General Manager:	Paula Harrison	Date:	22/9/2010

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 support on project development, implementation, evaluation and reporting on a range of environmental projects to service the needs of EnviroCom's customers and potential customers. To undertake training across all areas of consultancy that will form part of an ongoing Consultant role.

Part C: Position Impact

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

The position will provide support for 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. Provides the organisation with consultants who have been trained in all aspects of the business operations.

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"> ▪ Assist in the design of strategies for customers within budget constraints ▪ Assist in developing plans for implementation of program initiatives ▪ Adhere to reporting systems to accurately record all initiatives and their outcomes ▪ Assist in program evaluation ▪ Assist with 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 waste audit programs as directed by Manager ▪ Undertake 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 ▪ Calibrate scales and ensure all equipment is working
Customer liaison	<ul style="list-style-type: none"> ▪ Attend meetings with EnviroCom management and designated customers to provide project status reports ▪ Work with customers on projects as required
Involvement in cross-business, community and industry activities	<ul style="list-style-type: none"> ▪ 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 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: <ul style="list-style-type: none"> ▪ 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

List the major competency areas, which are necessary to achieve the position's major responsibilities. 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.	Basic – 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	Basic – Plans, assists and delivers medium sized projects on time using project management

Competency	Definition	Level
	management methods, tools and techniques. Provides customer status and annual reports on time.	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	Basic - Communicates (both in writing and orally) with people from all levels of EnviroCom and externally about routine and non – routine tasks and issues.
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.	Basic– 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.	Basic - 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 ▪ Manual 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 \$As outlined in strategies _____ Per expenditure</p>
<p>Customers (Customers/stakeholders this position services/liases with)</p>	<p>Customers and potential customers; industry groups. Internal staff, national and state management and J.J.Richards Board of Directors.</p>

Part J: Organisational Structure

Reports To (position title this position directly reports to)	Regional Manager, Senior Consultants	
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
	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 |
|--|