



GRADUATE PROJECT OFFICER- QLD

(Job Code: QLDGPO21)

Permanent Fulltime Position(s) Eight Mile Plains and/or Coolum Beach

**Great starting point with long term career opportunities
Immediate start**

EnviroCom Australia is seeking a dedicated, creative and highly motivated new team member.

Key duties will include delivery of data collection, environmental education and promotional initiatives. Our ideal candidate will be an environmentally minded creative, who wishes to participate in all aspects of the consultancy's services while adding a design flair to documents, printed and digital education and behaviour change resources.

Positions are considered for both our Coolum Beach and Eight Mile Plains offices in Queensland. The position is ideally suited to a graduate wishing to develop a rewarding career within a high-energy team environment.

The preferred applicant will possess qualifications in Environmental Management; Environmental Education, Science, Communications or Graphic Design. A demonstrated interest in community education, behavior change and communication with an interest in waste management and sustainability issues is essential. A willingness to undertake field data collection projects including waste composition audits, in-field inspection of waste bins and other data collection is a critical part of this role.

The position is likely to involve intrastate and interstate travel from time to time.

An ability to clearly and accurately communicate both verbally and in writing to a range of audiences is essential to the role. Demonstrated time management is essential and willingness and physical capability to undertake waste composition audits and other data collection projects is required.

This position provides an excellent career starting point for the right applicant. The Graduate Program provides up to twelve months of on- job training across all aspects of the business with an intention for progression upon completion.

Important information:

1. The position description, selection criteria and other information can be found at www.envirocom.com.au and refer to the careers section.
2. Only applicants who address the selection criteria will be considered.
3. Enquiries and position application will be by **email only**; the email address and other critical information is provided on the website.
4. Applications must be received by email before 4.00pm on Monday 8th November 2021.
5. Interviews may be conducted online, over the phone or face to face (preferred, but dependent on health restrictions).
6. Please note that this is a graduate position (as a starting point) and the salary range will be reflective of this.
7. Only applicants with Permanent Australian Residency will be considered



CANDIDATE INFORMATION AND SELECTION CRITERIA

POSITION:	GRADUATE PROJECT OFFICER – Eight Mile Plains and/or Coolum Beach
COMMENCEMENT:	Nov/Dec 2021
POSITION STATUS:	Permanent (six month mandatory probation period)
CLOSING DATE:	4.00pm Monday 8th November
POSITION REFERENCE:	GPOQLD21
ENQUIRIES:	By email only to glenn.eales@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:	Eight Mile Plains, QLD Coolum Beach, QLD
SALARY:	<p>To be discussed relevant to experience and skills – graduate role is and 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 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 is an opportunities 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>As a result, we are seeking an environmentally minded creative, who wishes to participate in all aspects of the consultancy's services while adding a design flair to documents, printed and digital education and behaviour change resources.</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. Proven time management skills 3. Knowledge, or the ability to quickly acquire knowledge, within the field of waste management 4. Willingness to undertake physical project delivery, including waste audits and bin inspection programs 5. 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) 6. Proven ability to work independently and as part of team (including task delegation, collaborative project delivery and leadership) 7. Flexibility and willingness to undertake after hours work including weekends; periodic road travel for up to one week at a time (valid manual driver's licence essential).

	<p>8. High level skills across the Microsoft Office suite with adaptable skills that can be applied to a broad range of software and communication platforms</p>
<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 Hume (ACT). 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 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).

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| <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 |
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