

Position Description

Position	Environment Coordinator
Section	Infrastructure Department
Award / Agreement	Local Government Industry Award
Classification (Level)	Level 7 to 8 – Dependant on experience
Term of Employment	Permanent / Full-time
Location	Home Island / West Island
Reports to	Infrastructure Manager
Number of Direct Reports	2

The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

Vision & Values

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SERVICE. Provide the best service we can. We serve the community and each other.

ACCOUNTABILITY. We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

SUPPORT. We support our team and our community. Look for opportunities to help each other.

RESPECT. We respect and value others. Our interactions are always respectful towards others.

INTEGRITY. We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

ACHIEVEMENT. Being Proactive and enabling the outcomes. Be creative and think outside the square.



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Position Objective

- Lead the development of the Shire Waste Management Strategy and to coordinate the community waste education initiatives in line with the Shire and other government bodies waste strategies and plans.
- Lead the Shire's environmental sustainability programs and activities and investigates, assesses, and implement viable sustainability initiatives.
- Lead the Shire's horticultural programs including revegetation, nursery, botanical gardens development and weed management programs.

Primary Responsibilities

- Demonstrate a commitment to and advancement of the Shire's:

Vision: *Working together to advance our islands;* and

Values:

Service Provide the best service we can. We serve the community and each other.
Accountability We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.
Support We support our team and our community. Look for opportunities to help each other.
Respect We respect and value others. Our interactions are always respectful towards others.
Integrity We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.
Achievement Being proactive and enabling the outcomes. Be creative and think outside the square.

Leadership

- Ensure staff are clear of their personal and team objectives and accountabilities and that regular constructive feedback is provided
- Create an environment where innovation and achievement are emphasised and rewarded
- Embed a culture of continuous improvement, ensuring that the service maintains pace with contemporary practice and is designed with customer (internal or external) and community needs in mind
- Undertake timely and appropriate strategic planning and policy work in the unit's areas of responsibility ensuring that growth is well planned for and future community waste and resource recovery needs are anticipated and understood
- Foster a work environment that is motivating and where staff are supported and developed to achieve their potential
- Promote the values and priorities of the organisation to all staff and act as a role model
- Manage the performance and adherence to standards by contractors and agents of Council.

Waste

- Manage the following core functions: kerbside collections services, transfer station operations, resource recovery locations and resource recovery education to deliver high quality outcomes in accordance with Council's Waste Management Strategy, Council procedures and policies, legislative requirements and permit and license obligations.
- Lead the development and regular review of the Shire's Waste Management Strategy.
- Implement and drive actions within the Shire's Waste Management Strategy, working collaboratively with other departments.
- Carry out a variety of waste management activities including monitoring waste and recycling contamination, participation rates, and volumes from all sources.
- Coordinate waste and recycling audits.
- Prepare and submit applications for grant funding to assist with the community education waste minimisation programme.
- Prepare the annual waste education and marketing budget.
- Liaise with waste industry education providers to assist with innovations, improvements and recycling strategies of the Shire's waste services.
- In conjunction with the Shire's communications staff member, coordinate, develop and implement the Shire's waste and recycling communication plan.
- Develop and maintain a Waste Education Plan. Prepare and implement a range of education programs aimed at avoiding waste and improving recycling.



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- Liaise with internal and external stakeholders for participation in waste avoidance and recycling programs and coordinate marketing material.
- Coordinate processing, storage, removal, and acceptance of waste to the mainland including but not limited to tyres, batteries, steel, and asbestos.
- Coordinate the Marine Debris project including collection, processing, and reporting.
- Lead the development of community awareness programs relevant to waste management.
- Ensure the Shire meets EPA licence conditions. Complete and submit EPA annual licence returns for Waste Transfer Stations.

Environmental Sustainability

- Assist in policy development and implementation relating to climate change, sustainability, and waste reduction/reuse.
- Coordinate the collection of data on water, energy use and associated emissions within the Shire of Cocos (Keeling) Islands and produce reports for internal and external parties.
- Investigate and implement viable measures to reduce the Shires carbon emissions, energy use and water consumption and apply for funding for sustainability projects.
- Monitor, report and liaise with other Shire departments and external stakeholders to reduce the impact of invasive flora and fauna on the islands.
- Prepare and submit applications for grant funding to enhance environmental sustainability activities within the Shire.
- Lead the development of community awareness programs relevant to environmental sustainability.

Horticultural

- Maintain the Shire's nursery to ensure the propagation and cultivation of plants to be used across the Shire.
- Develop a revegetation and parks maintenance plan in conjunction with other Shire staff and external stakeholders
- Implement new or developing revegetation techniques and pest plant management and evaluate the costs, benefits, and effectiveness for each individual site.
- Coordinate and develop community engagement initiatives relevant to botanic gardens, indigenous plant species and cultural heritage in conjunction with external stakeholders.
- Lead the control and restrict the spread of weeds, including Siam Weed, through identification, monitoring, programming, and effective treatment of infestations



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- Ensure compliance with all relevant process control documents and ensure that appropriate standards and work method statements are adopted to achieve adequate safety and environmental controls.
- Lead the development of community awareness programs relevant to weed management.
- Coordinate chemical collection activities such as ChemClear.

General

- Ensure all records are created and captured in accordance with legislative requirements and Council policies and procedures.
- Comply with the Shire's policies, procedures, and relevant appropriate legislation; and meet Occupational Safety & Health, anti-discrimination, equal opportunity, and other legislative requirements in accordance with the parameters of the position.
- Any other duties as required by the Manager Infrastructure, Coordinator Infrastructure and or the CEO.

Required Knowledge & Skills

1. A passion for the environment, and to ensure the future environmental sustainability of the Cocos (Keeling) Islands.
2. Highly developed interpersonal, communication, networking and relationship building skills with an ability to provide a high level of customer service.
3. Well-developed computer literacy skills, particularly in the use of Microsoft Excel and data analytics programs.
4. The ability to work effectively with minimal supervision and report on work output within program deliverables.
5. Demonstrated proficiency in communicating with diverse stakeholders and promoting community engagement, with experience in establishing and maintaining strong internal and external working relationship.
6. Experience in control of weeds by mechanical and biological means.
7. Knowledge of waste management practice, technologies, and minimisation.
8. Creative thinker with an ability to problem solve and make sound decisions.

Required Qualifications & Experience

1. Proven experience in the management of a multi-function service unit with supervisory responsibilities in local government or another multi-functional organisational environment.
2. Experience in waste and resource recovery and transfer station management.
3. Experience in successfully leading and developing teams.



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4. Experience in building productive partnerships and relationships with diverse stakeholders.
5. Degree or Diploma in Environmental Sustainability, Engineering, or Waste Management and relevant experience (post graduate qualification is desirable) or less formal qualifications with extensive and diverse relevant experience.
6. Willingness to undertake National Police Check.
7. Current Class 'C' Drivers Licence. (desirable).

Organisational Relationships

Reports to	Manager Infrastructure
Supervises	Waste Management Staff
Internal stakeholders / relationships	Shire Officers / Staff
External stakeholders / relationships	Cocos (Keeling) Islands Community, Contractors, DWER

Accountability and Extent of Authority

- Demonstrated ability to work with minimal supervision to achieve objectives and goals of the Shire for the relevant areas of responsibility
- Proven time management and goal setting skills with the ability to manage time, set priorities, plan and organise work in an environment of conflicting and changing demands
- Demonstrated ability to contractors, partnerships and other employees in critical program areas
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
 - *Equal Opportunity Act 1984*
 - Delegation Register
 - Code of Conduct (including Confidentiality & Privacy)
 - Customer Service Charter
 - Drug & Alcohol Policy
 - Occupational Safety & Health Policy

Occupational Health & Safety

- Confidence to implement OH&S policies and award practices
- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the *Occupational Health and Safety Act 1984* and the *Occupational Safety and Health Regulations 1996* at all times.

Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.



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- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.

Variations to Conditions of Employment

Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name _____
Employee Signature _____
Date _____

Authorised By
Name _____
Signature _____
Position _____
Date _____