

POSITION DESCRIPTION

POSITION TITLE	Education and Engagement Officer – Natural Areas
DIRECTORATE - SECTION	Parks and Environmental Services
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Senior Projects Officer-Natural Areas

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

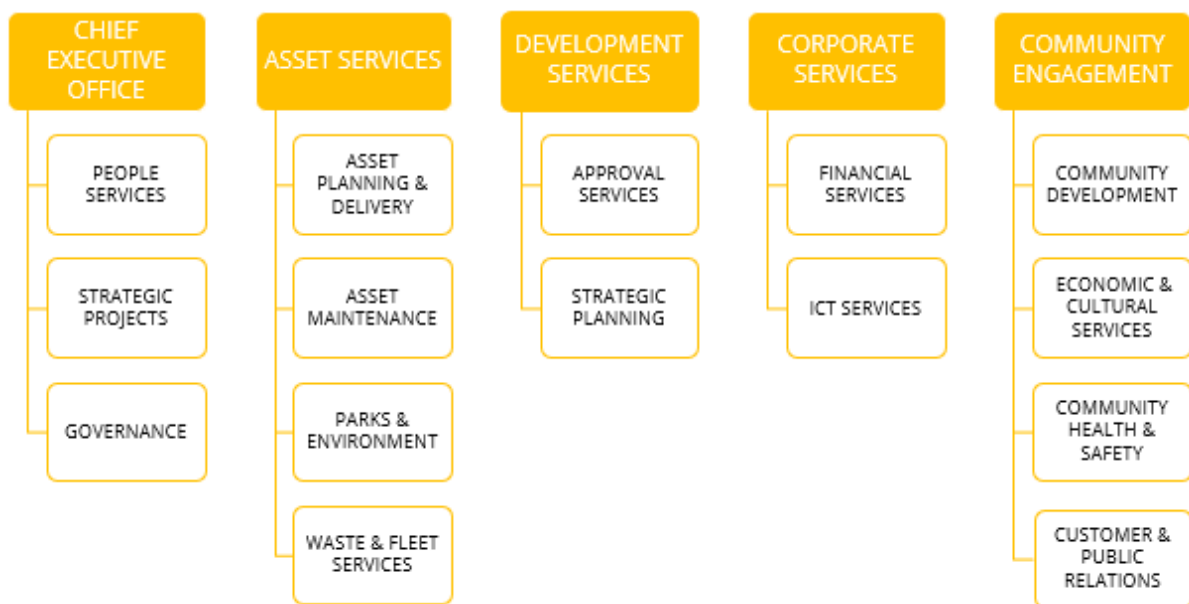
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Engage the community of the city of Kalamunda in educational programs and activities aimed at increasing awareness of the unique biodiversity and threatening processes of the city with the overall aim to protect and enhance the local biodiversity features of the natural landscape.

This position will engage with local friends' groups and the community to facilitate actions aligned with strategic direction of the City.

The position will be responsible for assisting with the successful delivery of current environmental and education programs projects and monitoring progress. The role will be responsible for ensuring quality standards are met, and use of appropriate technologies is achieved under the general direction of the Senior Projects Officer-Natural Areas.

KEY RESULT AREAS

EXECUTIVE SUPPORT

- Respond to all request to Parks and Environment Services Manager and Coordinator including updating weekly information bulletins.

ENVIRONMENTAL ADVICE

- Provide advice to community on issues related to bush care activities.
- Research and provide advice to line management regarding environmental management best practice.
- Provide guidance and advice on communications and engagement activities to increase understanding and awareness of the City of Kalamunda's environmental assets, issues and activities.

ENVIRONMENTAL PROJECTS

- Coordinate the implementation of a variety of established environmental programs and provide support for a variety of community-based projects. Current education programs currently being undertaken by the City of Kalamunda include:
 - Friends Group Program
 - Adopt-A-Patch Program
 - Plants For Residents
 - Community Engagement and Education

MANAGING THE NATURAL ENVIRONMENT

- Facilitate, support and coordinate public participation in natural resource management ensuring environmental and WHS best practices are used by the community.

CUSTOMER SUPPORT

- Provide an excellent and consistent level of information to identified stakeholders regarding current and proposed environmental programs, projects and environmental issues throughout the City.

ADMINISTRATION

- Demonstrate a high level of competency in the undertaking of administrative duties necessary to compliment the activities of the Parks and Environmental Services Team.
- Maintain a list/register of community environmental volunteers and participants in community education programs and events.
- Maintain and update the content for the City's Environmental Website.
- Assist in development of responses to customer service requests.
- undertake the role of the key contact person for local community groups engaged in the programs offered.
- Seek and apply for grants to fund environmental projects

STRATEGIC AND OPERATIONAL PLANNING

Demonstrated commitment to embrace the City's Vision, Mission and Organisational Values as identified in the Strategic Plan, to progress the strategies and actions of Environmental Services through the Interplan Business Planning framework to meet the mission of the Service Area and to abide by the City's adopted internal policies and procedures.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary level qualification in Environmental Science (or equivalent) or Community Capacity Building or Behaviour Change.

SELECTION CRITERIA

1. Highly developed verbal and written communications skills, including interpersonal skills, report writing, consultation, correspondence, negotiation and meeting participation skills with the ability to relate to all sections of the community, internal departments and external agencies.

2. Proven ability to provide excellence in customer service and work with the City's Friends Groups, community members and local school community.
3. A general level of understanding regarding environmental and natural resource management principles and practices.
4. Ability to collect and utilise data to report on outcomes and analyse program effectiveness.
5. Assist with project development and grant applications.
6. Highly developed ability to self-manage and prioritise work in a timely and flexible manner to achieve outcomes.
7. High standard of computer literacy including Microsoft Office.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Environmental Strategies and Projects Officer
DATE PD REVIEWED/APPROVED: 12 July 2023
