

## POSITION DESCRIPTION

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|---|---------------|--|---|--------------------------------|
| <b>Position Title</b><br>Environmental Sustainability Officer   | <b>HR5128</b> | <b>Position Level</b><br>Level 5/6 - City of Bunbury Employees 2024 Enterprise Agreement | <b>Reports to</b><br>Coordinator Natural Environment and Sustainability   | <b>Location</b><br>Works Depot |
| <b>Role of position</b><br>This role will assist the City of Bunbury in achieving its aspirations for sustainability and the natural environment by preparing and implementing strategic and operational plans and in liaising with relevant stakeholders.  |               |  |   |                                |
| <b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Manage, deliver, facilitate implementation and report on the Sustainability and Environmental Strategy and Sustainability and Environmental Action Plan</li> <li>• Manage the City's corporate emissions accounts and deliver annual emissions reports</li> <li>• Manage, coordinate and facilitate the Climate Action and Sustainability Working Group</li> <li>• Manage and contribute to the development and implementation of additional key strategic documents including Climate Change/Net Zero Action Plans, Waterwise Council Action Plan, Weed and Bushland Management Strategies and a Coastal Management Plan</li> <li>• Manage and facilitate the implementation and review of the Climate Change Policy and Sustainability Policy</li> <li>• Engage in networking and knowledge sharing forums focused on climate change and sustainability</li> <li>• Undertake and support community and stakeholder (public / private sector) engagement processes</li> <li>• Support the Environmental Team in delivering compliance tasks relating to bushland management, pest management, contaminated sites. Environmental education and native vegetation clearing</li> <li>• Provide advice to internal and external stakeholders on matters relating to sustainability, Natural Resource Management and environmental management</li> <li>• Support the activities and planning processes of local community groups through advice and on-ground project assistance where appropriate</li> <li>• Attend to public enquiries, community liaison and customer service enquiries</li> <li>• Maintains complete and accurate records of administrative actions and corporate governance processes</li> <li>• Participate in training and development programs to enhance skills and performance</li> <li>• Adhere to and promote workplace policies of Occupational Health and Safety and Equal Opportunity Employment practices and standards</li> <li>• Any other duties as required</li> </ul> |               |  | <b>Internal Relationships</b> <ul style="list-style-type: none"> <li>• All City of Bunbury employees</li> </ul> <b>External Relationships</b> <ul style="list-style-type: none"> <li>• Community/Industry Groups</li> <li>• Local Government Agencies</li> <li>• State and Federal Government Agencies</li> </ul> <b>Financial Accountabilities and Delegations</b> <ul style="list-style-type: none"> <li>• Acts within established practices</li> <li>• Works under general direction</li> <li>• Freedom to act limited by standards and procedures</li> <li>• Prioritises work to ensure all tasks are performed within a satisfactory timeframe in line with the City of Bunbury's policies and practices</li> </ul> <b>Desirable Experience</b> <ul style="list-style-type: none"> <li>• Previous knowledge and experience in climate change, mitigation and adaptation</li> <li>• Previous knowledge and experience in corporate emissions accounting and reporting</li> <li>• Previous experience in Local Government</li> <li>• Previous experience in the private sector</li> <li>• Previous experience on projects located in the south-west of Western Australia</li> </ul> <b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• WA Driver's licence</li> </ul> |                                |
| <b>Essential Criteria</b> <ul style="list-style-type: none"> <li>• Formal qualifications in an Environmental or Sustainability field</li> <li>• Sound understanding and experience in sustainability principles and their practical application at a local government and community level</li> <li>• Demonstrated experience in developing and implementing strategic documents and management plans in an Environmental or Sustainability context</li> <li>• Demonstrated proficiency in effective written and verbal communications across a broad range of styles, including mediation in a workshop environment and stakeholder consultation</li> <li>• Demonstrated knowledge and experience in the management of environmental issues at a local, state, national and global level</li> <li>• General knowledge of Equal Employment Opportunity and Diversity Acts</li> <li>• Demonstrated experience in following established safety protocols</li> </ul>  |               |  |   |                                |

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| <p><b><u>Mission Statement</u></b><br/>Welcoming and Full of Opportunities</p> <p><b><u>Values</u></b><br/>Employees at the City of Bunbury observe the following Values in their day-to-day activities:</p> <p><b>We are Community</b></p> <ul style="list-style-type: none"> <li>• We are <b>one team</b></li> <li>• We keep each other <b>safe</b></li> <li>• We display <b>empathy and respect</b></li> <li>• We have <b>fun</b> and <b>celebrate</b> our successes</li> <li>• We work together to <b>achieve</b> great outcomes</li> </ul> <p><b>We are Open</b></p> <ul style="list-style-type: none"> <li>• We are <b>open to opportunities</b></li> <li>• We <b>actively listen</b> and think things through</li> <li>• We are <b>inclusive</b> and treat everyone <b>equally</b></li> <li>• We are <b>honest</b> and open in our <b>communications</b></li> <li>• We are open to feedback to <b>improve</b> our performance</li> </ul> <p><b>We are Brave</b></p> <ul style="list-style-type: none"> <li>• We <b>lead the change, we own it!</b></li> <li>• We <b>trust</b> and <b>empower</b> each other</li> <li>• We have the <b>difficult conversations early</b></li> <li>• We hold ourselves to the <b>highest standard</b></li> <li>• We have the <b>courage</b> to improve and <b>simplify</b></li> </ul> <p><b>#WEARECOB</b></p> | <p><b>Misconduct</b><br/>City of Bunbury employees are required to comply with our Code of Conduct and refrain from behavior that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> <li>• Apply accountable and ethical decision-making principles within the work environment.</li> <li>• Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.</li> <li>• Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.</li> <li>• Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.</li> <li>• Apply sound operational risk management practices within the work environment.</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Foster, advocate and implement the City's Customer Service Charter.</li> <li>• Aim to exceed customer expectations.</li> <li>• Strive for an element of consistency from one service transaction to the next.</li> <li>• Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.</li> <li>• Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.</li> </ul> | <p><b>Work Health and Safety</b><br/><u>Managers/Supervisors must:</u></p> <ul style="list-style-type: none"> <li>• Ensure adherence to WHS policies and procedures.</li> <li>• Consult and cooperate with workers and WHS representatives on WHS issues.</li> <li>• Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.</li> <li>• Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.</li> <li>• Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.</li> <li>• Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.</li> <li>• Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.</li> <li>• Provide PPE as required and ensure workers are aware of correct usage and storage requirements.</li> <li>• Ensure all plant and equipment is properly maintained.</li> <li>• Maintain relevant knowledge of WHS issues.</li> <li>• Act as a role model by demonstrating safe work behaviors.</li> </ul> <p><u>Workers must:</u></p> <ul style="list-style-type: none"> <li>• Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.</li> <li>• Participate in the development of a healthy and safe workplace.</li> <li>• Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.</li> <li>• Cooperate with management in its fulfilment of its legislative obligations.</li> <li>• Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.</li> <li>• Familiarise themselves with the work health and safety policies and procedures</li> <li>• Not willfully or recklessly interfere with safety equipment.</li> </ul> <p><b>Accountable and Ethical Decision Making</b></p> <ul style="list-style-type: none"> <li>• Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.</li> <li>• Act fairly and justly, abiding by principles of due process and natural justice.</li> <li>• Be accountable and transparent.</li> <li>• Do your job effectively and as efficiently as possible.</li> <li>• Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.</li> <li>• Declare any potential conflicts of interest.</li> </ul> |
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Signature:

Date: