

**Position Title:** Trainee Sustainability Officer  
**Position Number:** TREO01  
**Grade of Position:** Trainee – 12 month position  
**Hours of Work:** 28 hrs, weekend and out of work hours as required  
**Department:** Open Space  
**Section:** Sustainability  
**Position Reports to:** Manager Sustainability  
**Number Supervised:** Nil

*I will comply with the requirements of this Position Description.*

**Name:** .....

**Signature:** .....

**Date:** .....

**Position Description Approved by:** Director Open Space **Date:** February 2006

## Purpose of Position

To assist in the research and provision of technical and scientific information to support the planning and management of built and natural environments within Ku-ring-gai, consistent with the principals of ecological sustainable development (ESD).

## Key Contacts Within Department

- Sustainability Officer.
- Environmental and Community Programs Co-ordinator.
- Open Space Managers.

## Key Contacts in Other Departments

- All other Departments of Council.

## Key Contacts Outside Council

- Department of Environment and Conservation.
- Department of Infrastructure.
- Planning and Natural Resources.
- Catchment Management Authorities.
- Other local governments.
- State and regional utilities.

## Budget Allocation

- Nil

## THREE (3) ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

### 1. Required Qualifications/Certificates

- Near completion of relevant undergraduate degree.
- Current Class C Drivers Licence.

### 2. Required Experience

- Demonstrated willingness and enthusiasm for learning in an environmental field.
- Demonstrated research and writing skills
- Previous involvement in environmental or sustainability initiatives
- Proven ability to meet deadlines and prioritise work
- Demonstrated high level of written and communication skills.

### 3. Required Skills

- Understanding of the principles of ecologically sustainable development (ESD).
- Good organisational skills with the ability to work autonomously and as part of a multi-disciplinary team.
- Competent use of MS Office programs.
- Preliminary knowledge of the legislative framework in which local government operates.
- Ability to collect information for the preparation of reports and input into planning controls, policies and strategic design development.
- Basic knowledge of the policy framework and normal practices surrounding local government State of Environment Reporting.
- The ability to learn further skills required to actively assist in the task of implementing the principles of ecologically sustainable development (ESD).

## GENERIC OUTPUTS OF POSITION

- **Comply with OH&S legislation and related Policies and Procedures**
  - Maintain a safe work area
  - Identify all Hazards for your area
  - Maintain a high standard of housekeeping to eliminate hazards
  - Wear required Personal Protective Equipment (PPE)
  - Adhere to Safe Operating Procedures
  - Report Incidents and Accidents
  - Comply with the Injury Management Program
- **Comply with EEO and Anti-discrimination legislation and related Policies and Procedures**
  - Act to prevent harassment, discrimination and bullying in the workplace
- **Comply with the Code of Conduct and related Policies and Procedures**
- **Comply with Ku-ring-gai Council's Policies, Procedures and Values**
- **Perform as a team member**
  - Carry out allocated tasks to standards required using good judgement and problem solving skills
  - Obey all lawful instructions
  - Contribute to team meetings
  - Work cooperatively
  - Regularly review with Spvr/Mgr own work performance against required outcomes
- **Complete required development programs**
  - Complete Induction Program
  - Complete Job Specific Training programs
  - Apply knowledge and skills back in work place
  - Complete annual performance assessment
- **Provide quality customer service**
  - Provide customers with information on products and services
  - Communicate with customers in a friendly and courteous manner
  - Effectively manage customer enquiries and complaints
  - Maintain a high standard of personal grooming
  - Deliver timely, punctual and reliable service
- **Maintain workplace security**
  - Adhere to procedures for securing premises, keys, equipment, information, cash
- **Appropriately use Council's internal and external communication systems**
  - Communicate effectively orally and in writing
  - Complete all paperwork and on-line recording within required time limits

## OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Assist in the development of a sustainability strategy.
- Facilitate strategic alliances with key state government agencies, regional bodies, local government and the private sector.
- Assist in the preparation of the annual State of Environment Report.
- Provide advice on sustainability issues.
- Comply with all relevant legislation and Council policies and procedures.
- Work in a multidisciplinary manner to achieve key operational outputs across Department.
- Carry out other such tasks and responsibilities as may be required and assigned which would be based on the changing needs of the organisation consistent with the employees skills and abilities.