



# SYDNEY COASTAL COUNCILS GROUP INC.

Councils caring for the coastal environment

Project Officer – Biodiversity Resilience  
Stage II - Sydney Salty Communities Project

## Information Package



February 2015

Sydney Coastal Councils Group Incorporated  
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## **Project Officer – Biodiversity Resilience Stage II - Sydney Salty Communities Project**

Passionate about the environment? Excited about an opportunity to build the resilience of Sydney's coastal biodiversity? Then this role may be for you.

We're seeking a self motivated and experienced project officer to assist the Project Manager plan, manage, deliver, monitor and evaluate our 'Sydney's Salty Communities' project.

Through research, capacity building and a grant program, Sydney's Salty Communities will identify, prioritise and fund on-ground works to build the resilience of coastal habitats, foreshore and intertidal areas.

Your excellent administrative, communication and interpersonal skills and experience will be put to good use.

For details of the selection criteria and application process, please refer to the information package available at [www.sydneycoastalcouncils.com.au](http://www.sydneycoastalcouncils.com.au).

Applications close at 10.00am on 27 February 2015.

## HOW TO APPLY

Thank you for your interest in applying for the position. The following information has been provided to assist you with your application.

### 1. What should I include in my application?

Applications should be clear and concise and **must** include:

- a) A Resume that summarises your employment history, experience, education and the name and telephone number of two referees (people who have directly supervised you or who have knowledge of your capacity to perform the duties of the advertised position – see section 6 below).
- b) A response to each of the essential and desirable selection criteria.

Each document should be a different file. Each file must include in the file your name and then the nature of the document.

Please note that only complete applications will be assessed.

You could use the follow five steps to assist you to write your response:

- a) Open with a positive statement explaining how you meet the criterion.
- b) Provide an outline of a situation where you applied the skill etc. detailed in the criterion.
- c) Outline your role or responsibilities in this situation.
- d) Detail the actions you took to achieve the outcome(s).
- e) Describe the result(s) of your action(s).

Experience in the selection criteria calls for actual experience rather than potential.

The wording of the selection criteria indicates the required level of qualification, skill, knowledge, skill or attribute. For example:

- thorough, sound or high level gives an indication that advanced skill, knowledge or expertise is required
- general ability implies that you have experience regarding the subject matter but may not have expertise.

### 2. Submission of applications

Applications are to be submitted by email to [fiona@sydneycoastalcouncils.com.au](mailto:fiona@sydneycoastalcouncils.com.au) by the closing date.

### 3. Closing date

**10.00am on 27 February 2015**

### 4. The selection process

The SCCG's selection process is based on merit principles and equal employment opportunity.

Addressing the selection criteria is an important element of your application as your application will be considered against them. Do not simply state that "you meet the criteria" - list each criterion as a heading and under each heading clearly explain how you meet it, providing examples where possible to support your claim(s).

### 5. The selection panel

The selection panel plays a crucial role in the recruitment process. It is responsible for assessing the relative merit of your application by reviewing your resume and how well you meet the selection criteria. The SCCG Secretariat will shortlist applications identifying applicants for further assessment by determining who best meets the criteria. Applicants shortlisted for further assessment will be contacted and invited for an interview before the selection panel. An

assessment is made of the relative suitability of applicants - assessing the relationship between an applicant's qualifications, skills, knowledge and attributes and those required for the position. Applicants may be requested to demonstrate their qualifications, skills, knowledge or attributes by producing evidence or performing tasks.

#### 6. Referees

Ideally one of your referees will be your current supervisor or manager. **We will not contact your referees without first discussing this with you.** Applicants are strongly encouraged to make suitable arrangements with their nominated referees prior to the lodgement of their application.

#### 7. Making an offer

The successful Applicant will be offered employment once reference checks, background checks and pre-employment screenings have taken place and the results confirm that the Applicant can meet the requirements of the role.

#### **Additional Information**

If you have any queries or questions, please contact **Fiona Shadbolt**, Project Manager – Biodiversity Resilience at [fiona@sydneycoastalcouncils.com.au](mailto:fiona@sydneycoastalcouncils.com.au) or on 9288 5974.

Additional Information related to Sydney Coastal Council Group and its activities can be found on the Web site [www.sydneycoastalcouncils.com.au](http://www.sydneycoastalcouncils.com.au).

**We look forward to receiving your application.**

## POSITION DESCRIPTION

### PROFILE

<b>Organisation:</b>	Sydney Coastal Councils Group Incorporated (SCCG).
<b>Position Title:</b>	Project Officer– Biodiversity Resilience (POBR). The position is within the SCCG Secretariat.
<b>Responsible to:</b>	The POBR reports to the Project Manager – Biodiversity Resilience.  The POBR also works closely with the project committees, the SCCG Full Group, Technical Committee and other Secretariat members as well as the project's grant recipients, and contractors.
<b>Tenure:</b>	A twelve month performance based contract (subject to a successful 1 month probation).
<b>Location:</b>	The SCCG office, currently hosted by the City of Sydney Council, 456 Kent Street, Sydney 2000.
<b>Travel requirements:</b>	The POBR is required to attend meetings, seminars and the like at external venues.

### EMPLOYMENT CONDITIONS

<b>Salary:</b>	\$70,000 pro-rata (including superannuation).
<b>Superannuation:</b>	In accordance with the Superannuation Guarantee Legislation, currently 9.5% of salary.
<b>Payment of Wages:</b>	Paid fortnightly in arrears by direct bank credit.
<b>Hours of Work:</b>	Two days per week from 8.30 a.m. to 5.00 p.m. (7.5 hours/day plus any reasonable additional hours that are necessary to fulfil the duties).
<b>Award:</b>	Local Government Modern Award 2010.
<b>WHS &amp; EEO:</b>	All employees must adhere to the Rules, Regulations and Policies of the SCCG and its host Council relating to both Work Health and Safety, and Equal Opportunity Employment.

### POSITION SUMMARY

#### Primary purpose

The role assists the Project Manager in the day to day running of the Sydney's Salty Communities program, particularly

- administration and development of systems to support the program
- reporting and procedural compliance of grants made under the Salty Communities grant program, including review, audit and evaluation of project site activities
- assisting grant recipients to meet reporting requirements and keep projects on track
- project administration, database management, communications and event logistics
- assisting with developing Salty project publicity and capacity-building materials

#### The SCCG

The Sydney Coastal Councils Group Incorporated (SCCG) is a voluntary Regional Organisation of Councils representing fifteen Sydney coastal councils (<http://www.sydneycoastalcouncils.com.au/>). Established in 1989, it promotes cooperation and coordination between Member Councils with the mission to provide leadership in sustainable coastal management.

The organisation's activities are conducted by the Secretariat which currently comprises the following key roles:

Executive Officer

Manager Projects and Programs  
Coastal Projects Officer (P/T)  
Support Officer (P/T)  
Project Manager – Biodiversity Resilience

The Secretariat is currently hosted by the City of Sydney Council.

The EO administers the Group and its Committees, and manages and finances of the Group. The EO reports directly to the Chairperson and the Group's Executive Committee.

### **The Salty Project**

Through research, capacity building and a grant program, this project will identify, prioritise and fund on-ground works to build the resilience of coastal habitats, foreshore and intertidal areas in response to climate change.

The project also aims to build the adaptive capacity of councils and provide a targeted resource pool for effective on-ground action, along with necessary tools and capacity building to produce a conservation legacy.

Key project objectives include:

1. Identify, assess and map and prioritise areas of valuable foreshore biodiversity and their associated condition, exposure and resilience (providing a methodology that is transferable across the country)
2. Develop information, methods and tools to minimise loss of environmental values resulting from current and future population and climate impacts on foreshore and intertidal lands
3. Establish a targeted, responsive and accountable grant program available to Sydney coastal land managers to restore, enhance, strengthen and maintain these communities (to the value of \$1.5M)
4. Develop and implement inclusive education, outreach and biodiversity custodian programs
5. Integrate existing land use planning and management frameworks with appropriate management responses to climate change.

The project is informed and guided by a Reference Committee comprised of members that collectively possesses qualifications, skills, knowledge and experience necessary to advance project goals, outcomes and deliverables. The Committee, amongst other things, provides good science and peer review, and develops criteria as required for particular project elements.

A Working Group of 'implementation partners', namely representatives from each of the SCCG's 15 Member Councils, form the Salty Project's community of practice to assist build capacity (for example, the provision of locally informed knowledge) and deliver on-ground activities.

The Project is supported by funding from the Australian Government.

### **KEY RESPONSIBILITIES**

1. Database Management
  - a) Maintain the Salty Communities databases and spreadsheets including project monitoring and milestones.
  - b) Update and maintain the GIS data sets for the Salty Communities program.
2. Administration
  - a) Implement systems and processes to support efficient daily operations of the program, such as reporting and monitoring of grant projects.
  - b) Establish work procedures and schedules, and keep track of work program.

- c) Reporting and procedural compliance of grants made under the Salty Communities grant program, including review, audit and evaluation of project site activities.

### 3. Communications

- a) Liaise with grant recipients to ensure all project reports are delivered on time.
- b) Assist to prepare and distribute Salty Communities information to Working Group and Expert Reference Group members and broader stakeholder groups using various internal and external communication mediums.
- c) Prepare and distribute meeting notes, routine correspondence and reports.
- d) Assist with preparing and publishing Salty Communities external communications (online and print).

### 4. Event Logistics

- a) Assist with logistics for Salty Communities events, including venue hire, catering, registrations, correspondence and setup.
- b) Assist with site visit coordination

## KNOWLEDGE, SKILLS AND ABILITIES

### Essential

#### 1. Skills, Knowledge & Experience

##### a) **Qualifications**

Tertiary Qualification preferably with environmental or education focus.

##### b) **Computer skills**

- i. High level computer skills, including proficiency with e-mail, internet applications and programs including MS Outlook, Word, Excel and Adobe Acrobat professional.
- ii. Excellent database management skills, including proficiency using database software
- iii. Experience with Geographic Information Systems

##### c) **Organisational**

- i. Excellent time management skills.
- ii. Demonstrated ability to plan, prioritise, organise and coordinate self and resources.
- iii. Demonstrated ability to develop clear work programs and timelines, regularly communicate with team members and monitor progress against actions.

##### d) **Communication**

- i. Excellent written communication skills, with the ability to distil complex information into a concise format.
- ii. Demonstrated experience producing reports and other communications.
- iii. Demonstrated advanced communications and stakeholder engagement skills, including well-developed interpersonal and verbal communication skills.

##### e) **EEO, EAPS & WPS**

- i. Knowledge and understanding of Equal Employment Opportunity (EEO), Ethical Practice, Ethnic Affairs Priorities Statement (EAPS), Work Health and Safety (WHS).

#### 2. Attributes

**a) Motivation**

Ability to work independently and as a member of a small team

**b) Flexibility**

Demonstrated ability to adapt and welcome new ideas, and a willingness to tackle challenges.

**Desirable**

1. An understanding of salt influenced ecosystems.
2. Experience working in Government.
3. Experience working in a small team.
4. Experience working with grants.
5. Unrestricted Class C driver's licence.

