



Regional Litter Strategy Coordinator POSITION DESCRIPTION

PROFILE

- Organisation:** Sydney Coastal Councils Group Incorporated (SCCG).
- Position Title:** Regional Litter Strategy Coordinator
- Location:** The position is within the SCCG Secretariat with occasional placement with Parramatta River Catchment Group (PRCG).
- Responsible to:** The Regional Litter Strategy Coordinator will work with and report to the Project Coordinator – Coast and Estuaries.
- The Regional Litter Strategy Coordinator will also work with the other SCCG Secretariat members, PRCG members, as well as other council and community stakeholders.
- Tenure:** **12 months**
- Location:** The SCCG currently works remotely.
- Travel requirements:** The Regional Litter Strategy Coordinator will be required to attend meetings, seminars and community events at external venues.

EMPLOYMENT CONDITIONS

- Salary:** An annual full-time salary of **\$83,500** plus 9.5% superannuation (pro rata for 3-4 days per week).
- Award:** Local Government Industry Award 2020
- Payment of Wages:** Paid fortnightly in arrears by direct bank credit.

Hours of Work: Three days per week from 8.30 a.m. to 5.06 p.m. (7.6 hours per day) plus any reasonable additional hours that are necessary to fulfil the duties. It is possible that the hours of work may be increased to four days per week.

WHS & EEO: All employees must adhere to the Rules, Regulations and Policies of the SCCG relating to both Work Health and Safety, and Equal Opportunity Employment.

POSITION SUMMARY

Primary purpose

The Sydney Coastal Councils Group (SCCG) and Parramatta River Catchment Group (PRCG) are partnering in the development of a Regional Litter Prevention Strategy (RLPS) for the Greater Sydney Harbour catchment.

The primary purpose of the Regional Litter Strategy Coordinator is to work with pilot councils and their communities to identify litter prevention activities that will reduce marine debris going into the Parramatta River and Greater Sydney Harbour catchments and incorporate these activities into a Regional Litter Prevention Strategy that may be adopted by other councils.

Position summary

The project aims to improve littering behaviour and establish and embed programs and policies to reduce litter in Local Government areas. It will establish an agreed baseline and reduce litter to our waterways by 50% by 2025 from that baseline.

The Regional Litter Strategy Coordinator will collaborate with key stakeholders, and develop the Greater Sydney Harbour RLPS, under the direction of the RLPS Steering Committee. The RLPS will incorporate strategies and actions under the five factors of litter prevention in the 'Own it and Act framework'. Actions within the Strategy will be trialled in a 'proof of concept' litter strategy and tested in three pilot council areas with community organisations and businesses, during the 12 month grant period for the project. The ultimate goal of the project is to have the RLPS adopted by partner councils and embedded into council work plans. This will then be rolled out to all remaining member councils of the SCCG and PRCG after the 12 month grant period ensuring sustainability of the program.

This role will suit someone who has a background in litter/and or waste management in Local Government and considerable knowledge of marine debris issues. The person should also be dependable and highly organised with enthusiasm and a positive attitude.

This is a challenging role. If you enjoy challenges, you will find the position rewarding. You will be a vital member of a small team working closely with a range of government and community stakeholders.

The SCCG

The Sydney Coastal Councils Group (SCCG) is a Regional Organisation of Councils representing nine 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 through a coordinated approach to sustainable coastal management.

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

- Executive Officer
- Project Coordinator – Coast and Estuaries (P/T)
- Support Officer (P/T)

The PRCG

The PRCG is a partnership of councils, government agencies and community groups who share the common purpose to make the Parramatta River a living river. It is supported by financial contributions from 12 member agencies, including Sydney Water, the Environment Protection Authority (EPA), and Department of Planning, Industry and Environment (DPIE) and the councils of Blacktown, Burwood, Canada Bay, Canterbury-Bankstown, Cumberland, Hunters Hill, Inner West, Parramatta, and Ryde.

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

- PRCG Coordinator
- PRCG Riverkeeper – (0.8 P/T)
- Communications Officer (0.6 P/T)

Position Overview:

This position is funded by an EPA Community Litter Grant to provide project management and coordination services for the development of a Regional Litter Prevention Strategy and the piloting of behaviour change programs for the Greater Sydney Harbour.

KEY RESPONSIBILITIES

1. Communications

- a) Coordinating and participating in the development and implementation of the Regional Litter Prevention Strategy.
- b) Coordinating and facilitating Council and community consultation and involvement in the development of the strategy.
- c) Preparing and distributing meeting notes, routine correspondence and reports.
- d) Assisting with preparation and publishing Regional Litter Prevention Strategy external communications (online and print).

2. Project delivery

- a) Implementing pilot litter prevention initiatives and behaviour change programs with the community.
- b) Coordinating a project steering committee to provide direction and joint decision making.
- c) Working with Councils and catchment groups as required to achieve the outcomes from the Grant application and Regional Litter Prevention Strategy.

3. Administration

- a) Implementing systems and processes to support efficient daily operations of the program, such as reporting and monitoring of grant projects.
- b) Establishing work procedures and schedules and keeping track of work program and grant fund expenditure.

4. Database Management

- a) Developing and maintaining a litter database or spreadsheets including project monitoring and milestones.
- b) Updating and maintaining a litter hotspots map on GIS or other mapping tool to support the RLPS.

5. Event Logistics

- a) Ability to manage logistics for community events, including venue hire, catering, registrations, correspondence and setup.

SELECTION CRITERIA

All Essential and Desirable Criteria provided below must be addressed in application

ESSENTIAL

1. Skills, Knowledge & Experience

a) Qualifications

- i. Tertiary Qualification preferably with environmental or education focus with 3 -5 years' experience working in a community-based environmental or litter education role.
- ii. Class C NSW driver's licence.

b) Role specific

- i. Demonstrated project management skills in planning, time management and logistics.
- ii. Previous experience working in a Local Government environmental management role or another Government organisation.
- iii. Experience engaging and working with the community.

c) Organisational

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

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 communication, stakeholder engagement and facilitation skills, including well-developed interpersonal, presentation and verbal communication skills.

e) 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. Experience with Geographic Information Systems or Mapinfo (or similar program).

f) 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.
Ability to motivate others and establish rapport with a wide range of stakeholders.

b) Flexibility

Demonstrated ability to adapt and welcome new ideas, and a willingness to tackle challenges.
Ability to work on the occasional weekend or evening.

DESIRABLE

1. Experience working in a Local Government role in the areas of litter/waste management.
 2. Ability to design and deliver multiple community-based learning and behaviour change activities related to litter prevention.
 3. A good understanding of coastal management issues and practices and stormwater management.
 4. Experience working with multiple agencies and stakeholder groups.
 5. Experience working with a grants project.
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Schedule B

REMUNERATION

This Schedule operates as of commencement date as agreed.

Employee's name: **[add name]**

Employee's position: **[add title]**

- An annual full-time salary of \$83,500 plus 9.5% superannuation (pro rata for 3-4 days per week). This equates to a salary of \$50,100 plus 9.5% super per annum for 3 days per week.

Employee

Executive Officer of the Sydney Coastal Councils Group Inc.
