

SYDNEY COASTAL COUNCILS GROUP INC.

councils **caring** for the coastal and estuarine environment



Graduate Project Officer – Coast & Estuaries

Information Package

December 2021

The SCCG

The Sydney Coastal Councils Group (SCCG) is a voluntary Regional Organisation of Councils representing nine councils (www.sydneycostalouncils.com.au) in coastal and estuarine areas of the Sydney region. Established in 1989, the SCCG promotes cooperation and coordination between Member Councils with the mission to engage with our members and their communities to lead sustainable management of the region's coastal and estuarine environment through collaboration, capacity building, advocacy and research.

The SCCG is an incorporated body under the Associations Incorporation Act. The organisation's activities are overseen by the Secretariat which currently comprises the following positions:

- Executive Officer
- Project Coordinator
- Water Quality Project Coordinator

The Group operates largely through three committees:

- Executive Committee (Councillors and Senior Staff) through which governance of the SCCG is effected.
- General Managers/CEOs Forum (GM/CEO or Senior Staff of Member Councils) which is delegated high level operational matters from the Executive Committee.
- The Technical Committee (Technical Staff of Member Councils) through which capacity building and collaboration are enabled under four themes – biodiversity, water quality, coastal & estuarine hazards and smart cities.

The work of the SCCG is guided by the Strategic Plan 2019-2029 which sets six goals that bring focus to providing value for members for enhancing and protecting Sydney's coastal and estuarine environments:

1. People and places adapt to a changing climate and future shocks and stressors
2. Waterways and the foreshore are protected and healthier
3. Marine biodiversity is protected in the bioregion
4. The SCCG Region is comprised of sustainable, livable and 'smart' cities
5. There is a collaborative, effective and consistent approach to coastal and estuarine management
6. SCCG is trusted and respected to make representations that reflect the values of its members

The Plan has a three year delivery program that sets priority activities under the six goals.

The SCCG delivers key activities through a number of current projects:

- Greater Sydney Harbour Coastal Management Program (CMP)
- Greater Sydney Harbour Regional Litter Prevention Strategy

More information about these projects and their progress is available on the SCCG website. More information on Coastal Management Programs can be found at

www.environment.nsw.gov.au/topics/water/coasts/coastal-management/programs

There is also a Sand Management Working Group and Grants Committee. The SCCG also holds regular meetings to engage with key state agency partners including Department of Planning, Industry and Environment, Sydney Water and Transport for NSW.

Additional Information related to Sydney Coastal Council Group and its activities can be found on our website www.sydneycostalouncils.com.au.

POSITION DESCRIPTION

PROFILE

- Organisation:** Sydney Coastal Councils Group Incorporated (SCCG)
- Position Title:** Graduate Project Officer – Coast and Estuaries
- Responsible to:** The Executive Officer
- Tenure:** A 12 month performance-based contract (subject to a successful 3-month probation)
- Travel requirements:** The Graduate Project Officer will be required to attend meetings, workshops and the like at external venues from time to time.

EMPLOYMENT CONDITIONS

- Salary:** \$55,000 - \$57,000 per annum
- Superannuation** 10% Superannuation
- Payment of Wages:** Paid fortnightly in arrears by direct bank credit.
- Hours of Work:** Five days per week (38 hours) from 8.30am to 5.00pm. Some flexibility in working hours/days can be negotiated.
- Work location:** Staff of the SCCG Secretariat currently work remotely (from home). Staff meetings are conducted twice weekly by videoconference and a face-to-face staff meeting is held monthly, currently at Manly Vale NSW.
- A desk top computer and laptop are supplied by the SCCG. Staff members are expected to provide their own office set-up and mobile phone. An allowance is given to cover internet and phone costs.
- WHS & EEO:** All employees must adhere to the Regulations and Policies of the SCCG relating to both Work Health and Safety, Equal Opportunity Employment. A remote working checklist is to be completed and approved upon commencement to ensure compliance with WHS requirements.

POSITION SUMMARY

The Graduate Project Officer role has been created to expand on the administrative duties of the former Support Officer role and include a new role component to provide technical project support, mainly to assist in delivery of the Greater Sydney Harbour Coastal Management Program.

Administrative role

The administrative component of the role involves responsibility for developing and maintaining administrative systems and for providing efficient secretarial support to the SCCG Secretariat. Key task areas include office administration, database and systems management, finance management, website maintenance, preparing communications, reports and meeting papers, implementing meeting/event logistics and providing customer service.

The administrative component of the role is expected to be undertaken over 3 days per week whilst the technical project support role will cover the remaining 2 days per week.

Technical project support role

This role involves supporting the delivery of the Greater Sydney Harbour CMP which the SCCG is project managing. The CMP involves working with 20 Councils and numerous state and federal agencies to deliver a CMP that seeks to improve and sustain waterway health in Sydney Harbour and its tributaries.

Tasks will include desk-top research, coordination and dissemination of complex information and data analysis. You will also have a role in developing media and communications material, website management and submissions to Government.

Both roles will require the candidate to work in a small team environment. The successful candidate will be an enthusiastic professional with a positive attitude, who is dependable and highly organised with demonstrated time management, high-level attention to detail and the ability to multi-task to best support the Secretariat to complete its work efficiently.

KEY RESPONSIBILITIES

Administration

- Provide administrative and secretarial services such as electronic filing and records management, mail receipt and maintaining databases.
- Assist in the exchange of information/resources between SCCG, member councils and other stakeholders, including accessing up-to-date publications and information on coastal management issues and trends, science, legislation and policy relevant to local government.
- Administer updates/changes to the SCCG website as required.
- Prepare agendas for meetings and write up meeting minutes/workshop outcomes reports.
- Prepare correspondence and other documentation.
- Maintain a central diary of commitments of the Secretariat to assist in the efficient operation of the Group, including setting up regular meeting schedules and maintaining contact lists.
- Manage and maintain the office equipment and administer the Group's IT systems, software licences and the management of the external IT contractor as required.
- Assist in the delivery of environmental education programs including Get-the-Site-Right and Summerama.
- Prepare the annual SCCG Funding Guide.
- Provide a high level of customer service to members and other stakeholders (on the telephone, written correspondence and when representing the SCCG in person).

Project support

- Provide technical support to the Greater Sydney Harbour Coastal Management Program project.
- Assist with meeting scheduling for the Project Control Group and Stormwater Working Groups and preparing agenda items and meeting papers.
- Assist in investigations for stormwater quality and liaison with councils and state agencies for data collation.
- Assist in the collation of research, pulling together information for case studies and reports, as well as creating surveys using survey monkey.
- Perform other relevant duties as directed by the Executive Officer, Project Coordinator and/or Water Quality Project Coordinator.

KEY ATTRIBUTES

- Efficient, self-motivated and uses initiative in planning and implementing tasks
- Ability to take direction, and then work either independently or within the team to complete tasks/projects to desired outcomes.
- Flexibility - demonstrated ability to adapt and welcome new ideas, and a willingness to tackle challenges.

- High level attention to detail
- Productive with an ability to multi-task
- High level customer service and ability to build and maintain relationships
- Friendly and team orientated
- Honesty and professional integrity
- Interest in working in the environmental field

SELECTION CRITERIA

All Essential and Desirable Criteria provided below must be addressed.

ESSENTIAL

1. Qualifications

Tertiary qualifications in coastal or environmental management, planning or engineering or a related field.

2. Skills & Knowledge

a) Administration

- Experience or aptitude in business administration and willingness to develop a thorough understanding of administrative procedures and processes.
- Experience or aptitude in providing secretarial support, including taking minutes, drafting correspondence
- High level attention to detail
- Excellent database management skills
- Experience or aptitude liaising with external contractors

b) Organisational

- Excellent time management skills and ability to meet tight deadlines
- Demonstrated organisational skills

c) Communication

- Excellent written and verbal communication skills
- Customer service skills and experience in building and maintaining relationships

d) Computer skills

- Sound computer skills, including proficiency with programs including Microsoft Outlook, Word, PowerPoint, Excel and Adobe Acrobat professional
- Experience in website management

e) EEO & WHS

- Knowledge and understanding of Equal Employment Opportunity, Ethical Practice and Work Health and Safety.

DESIRABLE

1. Knowledge of Local Government operations and/or experience working in Local Government or another Government organisation.
2. Experience working in a small team environment.

3. Understanding of environment issues and practices, particularly coastal management issues, or the willingness and capability to learn this information on the job.
4. A Drivers Licence.

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.

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)
- b) A letter addressing essential and desirable selection criteria is required in order for your application to 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).

Submission of applications

Applications are to be submitted by email to info@sydneycoastalcouncils.com.au by the closing date with the title 'Application for Graduate Project Officer Position'.

Closing date

8.30am Monday 10 January 2022

The selection process

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

A selection panel will assess the relative merit of your application by reviewing your resume and assessing how well you meet the essential and desirable selection criteria. The relationship between your qualifications, skills, knowledge and attributes and those required for the position will also be considered. Applicants deemed suitable for further assessment will be shortlisted and invited for an interview before the selection panel.

Referees

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.

Making an offer

The successful Applicant will be offered employment once referee checks have been undertaken and the results confirm that the Applicant can meet the requirements of the role.

Additional Information

If you have any queries, please contact Sarah Joyce, Executive Officer at executiveofficer@sydneycoastalcouncils.com.au