# SYDNEY COASTAL COUNCILS GROUP

## ENVIRONMENTAL PROJECT OFFICER – 2 YEAR TEMPORARY CONTRACT
## POSITION DESCRIPTION

### PROFILE

**Organisation:** Sydney Coastal Councils Group Incorporated (SCCG).

**Position Title:** Environmental Project Officer

**Responsible to:** The Project Officer will work with and report to the Outer Sydney Harbour Coastal Management Project Lead.

The Project Officer will also work with the other SCCG Secretariat members, project partners as well as other council and community stakeholders.

**Tenure:** A part-time fixed term contract of 2 years at 2 days per week.

**Location:** The SCCG works remotely, with a weekly team day at UNSW Water Research Laboratory (WRL) located in Manly Vale.

**Travel:** The Project Officer will be required to attend meetings, seminars and project events at external venues from time to time.

### EMPLOYMENT CONDITIONS

**Salary:** An annual salary of **$31,763.68** (includes allowances per week plus 12% superannuation).

**Award:** Local Government Industry Award 2010

**Payment of Wages:** Paid fortnightly in arrears by direct bank credit.

**Hours of Work:** Two 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.

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

## POSITION SUMMARY

### Primary purpose

To assist in developing the Outer Sydney Harbour Coastal Management Program (OSH CMP) through project management and administrative support.

### Position summary

The Sydney Coastal Councils Group (SCCG) is leading the development of the OSH CMP Stages 2-4 in collaboration with 8 coastal Councils and 2 state agencies with technical and financial assistance from the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW). More information on the OSH CMP can be found here.

The Project Officer supports the effective planning, delivery and coordination of the OSH CMP. Working closely with the SCCG's Executive Director and Project Lead, project partners and consultants, the role provides project, communication and administrative support to ensure milestones are met, stakeholders are engaged and governance and reporting requirements are fulfilled.

The position plays a key role in facilitating collaboration between local councils, state agencies, consultants and community stakeholders to support evidence-based coastal management outcomes for Outer Sydney Harbour.

This role would suit a highly organised and dependable professional with experience supporting complex, multi-stakeholder projects in local or regional government, environmental management or a related field. The role is well suited to someone who thrives in a structured, deadline-driven environment, enjoys coordinating across multiple workstreams and is motivated to contribute to practical coastal and environmental management outcomes.

### 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 SCCG's Secretariat which currently comprises the following key roles:
- o Executive Director
- o Principal Project Officer – Coast and Estuaries (P/T)
- o Principal Project Officer – Water Quality (P/T)

### Position Overview:

This position is funded partly by the NSW Government's Coasts & Estuary Grants Program to provide project management and coordination services for the development of the OSH CMP Stages 2-4. The project is due to be completed in December 2027.

1. Project delivery and coordination

   a) Support the Project Lead in implementing the Outer Sydney Harbour CMP work program in accordance with agreed timelines, budgets and governance arrangements.
   b) Assist with coordination of consultants and contractors, including scheduling meetings, tracking deliverables and supporting review and feedback processes.
   c) Support preparation of project plans, schedules, progress reports, briefing notes and correspondence.
   d) Monitor project actions and milestones and assist with risk, issue and dependency tracking.
   e) Support grant-funded activities, including liaison with internal grants teams and assistance with reporting requirements.

2. Communications and stakeholder engagement

   a) Support delivery of stakeholder and community engagement activities.
   b) Assist the Project Lead in facilitating monthly meetings, workshops and consultation sessions with councils, project partners, consultants and stakeholders.
   c) Prepare and distribute meeting agendas, papers, presentations and post-meeting summaries or communiqués.
   d) Draft, update and maintain project communications materials, including website content, fact sheets, newsletters and engagement packs, in line with approved key messages and branding guidelines.
   e) Liaise with relevant NSW Government agencies (e.g. DCCEEW, Transport for NSW, Crown Lands) to support consultation, information sharing and coordination.

3. Administration and governance support

   a) Provide administrative support to the CMP, including document control, filing and record-keeping in line with organisational and funding requirements.
   b) Assist with preparation of reports and updates for project partners, governance groups and funding bodies.
   c) Support procurement and contract administration processes for consultants and suppliers, as required.
   d) Track approvals, correspondence and actions arising from meetings and governance forums.

4. Database and information management

   a) Maintain stakeholder, partner and contact databases to support engagement and communications activities.
   b) Manage consultation records, submissions and feedback databases to ensure accurate capture and retrieval of information.
   c) Ensure project information is managed in accordance with privacy, records management and data governance requirements.

5. Event and meeting logistics

a) Coordinate logistics for meetings, workshops and events, including venue bookings, online meeting platforms (e.g. Microsoft Teams), catering, registrations and accessibility requirements.
b) Support delivery of community and stakeholder engagement events, including preparation of materials and on-the-day coordination.

## SELECTION CRITERIA

**ESSENTIAL**

1. <u>Skills, Knowledge & Experience</u>

   **a) Qualifications**

       i.    Tertiary Qualification preferably with an environmental focus.

   **b) Role specific**

       i.    Demonstrated project management skills in planning, time management and logistics.

   **c) Organisational**

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

   **d) Communication**

       i.    developed written communication skills.
       ii.    Demonstrated experience producing reports and other communications.
       iii.    Demonstrated 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.

2. <u>Attributes</u>

   **a) Motivation**

       i.    Ability to work independently and as a member of a small team.
       ii.    Ability to motivate others and establish rapport with a wide range of stakeholders.

   **b) Flexibility**

i. Ability to work on the occasional weekend or evening.

**DESIRABLE**
1. An understanding of coastal management issues and practices.
2. Experience working with multiple agencies and stakeholder groups.
3. Experience working with a grant project.