

Role Description



Position Title Environmental Centre Officer

Position Number ENS054

Purpose of Role

To manage environmental centres across the region and support a team of volunteers that assist with centre management and the delivery of environmental education to visitors.

Specific Responsibilities

Maintain Council's environmental centres, associated facilities and displays focusing on safety, innovation and alignment with Councils' environmental objectives.

Develop, maintain and coordinate a network of volunteers ensuring ongoing recruitment, engagement and resourcing.

Train volunteers to conduct tours of the centre and associated environmental education initiatives for visitors, schools and community groups.

Induct, manage and mentor volunteers in accordance with Council policies and manage the connection between volunteers and Council.

Liaise with internal and external stakeholders regarding environmental projects and initiatives (e.g. infrastructure, equipment and community capacity-building) and seek external funding opportunities to bring these to fruition.

Act as an initial point of contact to visitors, community environment groups and the general public providing a high standard of customer service.

Work Experiences and Skills – essential

Demonstrated experience in environmental centre management or similar.

Demonstrated experience in recruitment, training and co-ordinating volunteers.

Demonstrated experience working in a customer focused environment with the ability to disseminate information in a user friendly and age appropriate format.

Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

Current C class driver's licence.

Current Confirmed Suitability for Child Related Employment from the Blue Card Services, Public Safety Business Agency (Working with Children Check) or ability to confirm suitability within two months of engagement.

Current First Aid Certification

Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

