

Position Description

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| JOB TITLE | Project Officer | AWARD | Local Government Industry Award |
| DEPARTMENT | Projects and Administration | REPORTS TO | Business Services Manager |
| CLASSIFICATION | Permanent | SUPERVISION OF | Nil |
| AUTHORISED BY | Veronica Schilling, CEO | DATE AUTHORISED | September 2023 |

OVERVIEW

The primary role of the Project Officer is to undertake project work for DWM and the Cradle Coast Regional Waste Management Group (CCWVG).

The objectives of the position are to develop and successfully deliver projects agreed with stakeholders, in a manner that promotes sustainable waste management practices that maximise resource recovery and support the reduction in the environmental and ecological footprint of the region and the community.

Essential duties and responsibilities

| FUNCTION | TASK DESCRIPTION |
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| VALUES IN ACTION | <ul style="list-style-type: none"> • Demonstrate honesty and integrity • Hold the best intentions of DWM in the highest regard and promote the image of DWM • Uphold a positive service culture • Aspire to customer service excellence • Participate in continuous improvement initiatives |
| SKILLS | <ul style="list-style-type: none"> • Demonstrated project management skills and/or contract administration skills • Demonstrated ability to work positively with multiple stakeholders including state government, non-government agencies, consultants and private contractors to achieve agreed outcomes • Ability to write consultant’s briefs and tender documents, research and develop policy, strategies and reports with support of other senior staff • Experience in maintaining project records • Confident to present to a range of stakeholders delivering information/education on matters related to the role • Knowledge of current and new trends in waste management, or willingness to acquire this • Ability to work under pressure and sensitive to political and community issues in a professional manner • Highly motivated self-starter, able to plan own work and seek assistance when guidance needed • Excellent communication skills (verbal and written). |
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| <p>TASKS</p> | <p>GENERAL</p> <ul style="list-style-type: none"> • Provide timely, accurate and concise project expertise, advice and reports • Scope works, undertake investigations and write reports as agreed with BSM and/or CEO • Effectively market the organisation and its products • Manage delegated projects related to role from inception to completion • Support the maintenance and continuous improvement of DWM’s Records, Business Management and Environmental Management Systems. <p>PROJECT</p> <ul style="list-style-type: none"> • Undertake research, literature surveys, and data collection and analysis to inform strategies around waste and environmental management. • Prepare and submit reports and papers for consideration of CCWVG • Prepare and submit reports and papers for the DWM Board, A&RC and Owner Representatives, when required. • Implement delegated elements of the CCWVG program strategy, annual plan and budget (AP&B), report on progress and actively manage projects where agreed timelines are unlikely to be met • Prepare the draft CCWVG Annual Report for approval by BSM • Develop the AP&B for the forthcoming year for approval by the BSM • Provide secretariate support to the CCWVG and project oversight groups • Administer program funding agreements and reporting for approval by the CEO and support other team members with the financial administration of projects • Contribute to the delivery of communications to stakeholders and oversee the development of work in this area by external providers <p>OTHER</p> <ul style="list-style-type: none"> • Fulfill the PO responsibilities as listed in DWM’s Core Task Register, and assist in maintaining the register by updating and adding tasks as appropriate. • Provide excellent customer service to external and internal customers. |
| <p>WORKPLACE HEALTH, SAFETY & WELLBEING</p> | <ul style="list-style-type: none"> • Understand Workplace Health, Safety & Wellbeing responsibilities, and ensure procedures are followed for reporting Hazards, Incidents and Injury by team and self • Be pro-active in identifying safety issues and resolving them and actively engage staff in Workplace Health, Safety & Wellbeing (WHS&W) responsibilities, escalating any unresolved matters to the CEO • Be aware of fire and emergency procedures and ensure all new staff and contractors are briefed at commencement of work in the office |

WORK ENVIRONMENT

Office and external sites as required

- Ability to travel throughout the region or state as required to attend meetings, training/conferences and related activities

| SELECTION CRITERIA | |
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| Essential (inc. qualifications / licences) | <ul style="list-style-type: none"> • Excellent personal organisation and priority setting skills • A demonstrated commitment to outstanding customer service • High level of initiative and judgement. • Consistently approach workload in a proactive fashion to ensure priorities and deadlines are met. • Proven experience in report writing. • Excellent written, oral and interpersonal skills • Current Tasmanian Drivers License • Demonstrated analytical skills. • Sound computer skills. |
| Desirable (inc. qualifications / licences) | <ul style="list-style-type: none"> • Qualification or experience in project management, community education, waste and resource recovery, or related experience |

| COMPETENCIES | |
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| Essential | <ul style="list-style-type: none"> • Working with People in a respectful and proactive way • Delivering results within capabilities and escalating issues where further assistance/resources required to ensure workplace safety for self and team • Adapting and responding to change in a manner that encourages others to contribute and join in • Skilled at persuading, influencing and networking to achieve DWMs strategic objectives • Personal pride in work and attention to detail • Current Tasmanian Drivers License • Sound computer skills. |
| Desirable | <ul style="list-style-type: none"> • Initiative to expand knowledge and skills in the waste and resource recovery sector. • Curious and creative in approach to tasks or interactions • Ability to bring joy/energy to the role |

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| Name: | |
| Date: | |
| Signature: | |