



Ashfield Council

Job Description

Position	:	Project Manager – GreenWay Sustainability Project
Position Status	:	Grant Position - Temporary - Full Time for a period of up to 3 years.
Directorate	:	Planning & Environment
Program Area	:	Sustainability
Responsible To	:	Team Leader Sustainability
Grade	:	9
Salary Range	:	\$69,333.90 – 81,106.74 pa (On completion of this three year project you will be eligible for a \$5000.00 bonus payment)

Person Specification – Knowledge, Skills Attributes:

	Essential	Desirable
Education	<ul style="list-style-type: none"> Degree in Natural Resource Planning, Environmental Science OR demonstrated equivalent qualifications including extensive relevant experience Sound knowledge of environmental & sustainability issues. Knowledge & understanding of environmental legislation 	<ul style="list-style-type: none"> An understanding of Local Government
Experience	<ul style="list-style-type: none"> Demonstrated experience in project development, delivery & reporting. Demonstrated experience in community engagement and communication. Demonstrated experience & skills in the research, analysis, development and project management of strategic plans and policies. Experience and ability in academic and industry-based research / literature searches. 	<ul style="list-style-type: none"> Experience in working with Local Government.
Attributes	<ul style="list-style-type: none"> High level of organisation, leadership and project management skills. Ability to work independently as well as work as part of a small team. Highly developed oral and written communication skills. Computer skills including word processing, spreadsheet management and GIS. Ability to establish priorities and achieve targets within a set time frame. Ability to supervise mentor and guide team members and monitor work performance. 	<ul style="list-style-type: none"> Database management, GIS and desktop publishing skills. Drivers licence Previous experience in program evaluation.

Primary Objective of Position

To coordinate, manage, administer and implement the Cooks River to Iron Cove GreenWay “Making Sustainability Work” project funded by the Environment Trusts Urban Sustainability Major Projects Grants Program. The project represents a joint urban sustainability initiative being run by Ashfield, Marrickville, Leichhardt and Canterbury Councils.

Key Areas of responsibility	% of Time Spent Each Week
1. To coordinate the activities of the Cooks River to Iron Cove GreenWay “Making Sustainability Work” Project.	100

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- 1.1 Coordination of all aspects of the Cooks River to Iron Cove GreenWay “Making Sustainability Work”.
- 1.2 Manage the activities of a small multidisciplinary team to ensure all tasks are allocated, resourced, prioritised and monitored to meet deadlines.
- 1.3 Coordinate community networks and act as a point of contact for the project.
- 1.4 Supervise the administrative operations of the project team including community engagement strategies, consultants work, research program, provide feedback to team members on improvement and professional development and carry out staff appraisals and competency assessments.
- 1.5 Coordination of the GreenWay Sustainability Project Steering Committee and any other reference groups associated with the project.
- 1.6 Coordination and Organisation of a GreenWay festival to be held in years 2 & 3 of the project.
- 1.7 Communications for all aspects of the project/s - reports to Council and Senior Staff, draft press releases, progress reports and other community information.
- 1.8 Management of any events or activities relating to the project - with assistance from Project Officer and Biodiversity Officer and Environmental staff from participating Council's.
- 1.9 Coordination of the development of a website and printed media to disseminate the project findings locally, nationally and internationally.
- 1.10 Maintain records and data relating to the project - achievement of objectives, outcomes financial information.
- 1.11 Write Project briefs for consultant tasks.
- 1.12 Coordinate the development and maintenance of a project database.
- 1.13 Coordination of program evaluation.
- 1.14 Coordination of the annual budget processes for the budget
- 1.15 Administration of any grant funds and preparation of grant funding applications.
- 1.16 Attend, and if necessary chair Councillor's conferences, public meetings and other meetings as may be directed.
- 1.17 Perform other duties as may be directed by the Steering Committee.
- 1.18 Ultimate responsibility for all documents following from the implementation of the Cooks River to Iron Cove GreenWay “Making Sustainability Work” project.

Supervision

1 x GreenWay Project Officer
1x Biodiversity Project Officer (part time)
1x Landcare Officer (casual)
Consultants

Delegations of Authority

As per delegations Manual and as revised by the General Manager

Management of Expenditure

Budget allocations for the Cooks River to Iron Cove GreenWay "Making Sustainability" Grant Project

Occupational Health and Safety

Level 2

Responsibility Statement

Supervisors / Team Leaders / Gangers

Level 2 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Occupational Health & Safety legislation. They must also ensure that employees and non-employees within their area of control comply with the OH&S legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

- Consulting with staff to ensure the identification of workplace hazards. That all risks are assessed and appropriate control measures implemented in accordance with safe work practices.
- Investigation of all accidents and hazardous incidents.
- Documenting and reporting all accidents and near misses to their direct Manager/Supervisor (Level 3) and the Risk Management Co-Ordinator.
- Co-operate with the development and implementation of Injury Management and Rehabilitation Programs.
- Wearing Personal Protective Equipment (PPE) in accordance with Council policies, procedures and safe work practices and as directed by their Supervisor \ Manager. Ensuring all employees and non-employees in their control comply with the correct wearing and maintenance of PPE.
- Undertake required site specific and essential safety training for themselves and employees under their control on a regular basis.
- Encouraging open communication and participation with the Occupational Health and Safety Committee.
- Ensure staff understand and comply with Council policies and legislative requirements.
- Advising their Supervisor \ Manager (Level 3) of contractors and \ or employees who are not complying with Council safety standards or are not engaging in safe working practices.
- Housekeeping.

Key contacts within Council

Director Planning and Environment, Planning and Environment staff, management and Staff.

Key contacts external to Council

Local Businesses, General Public, Residents.

Participation on Team and Committees

Position may be represented on the following teams and committees, in line with Council's "Committee Policy". Consultative, Occupational Health and Safety, Fire Warden, Selection Committees.

This position was reviewed by:

Janene Harris

Date:

February 2009