



PROJECT OFFICER - JOB AND PERSON SPECIFICATION

Title of Position: Project Officer, Port Environment Centre

**Type of appointment:
Temporary
Contract**

Salary: \$63,681 (FTE) + superannuation

Hours: 9 hours/week (including weekends/evenings)

Location: Port Adelaide

Job and Person Specification Approval

Acknowledged by Occupant

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CONTEXT STATEMENT

The Port Environment Centre is a community embedded Centre that engages with the community and responds to local needs and issues in a variety of ways.

Through the efforts of volunteers and staff, the Port Environment Centre (PEC) serves the community and environment by providing resources and programs, including reference material, referrals, volunteer programs, workshops, training, meeting facilities, information, resources and equipment.

The core operations of PEC, including the Coordinator’s position, are funded by Green Adelaide. PEC is managed by a community Management Committee who are responsible for the direction and decision making for the centre.

This Project Officer position is made possible by a 12 month Partnerships grant from the City of Port Adelaide Enfield (9 September 2020 – 9 September 2021). The focus of the partnership will be on new residents to the Port Adelaide area, those who have moved into the community more recently, especially those living in apartments or within the local workforce. The project will first undertake social research, in conjunction with Council staff, to decide on the most appropriate engagement approaches and techniques to be used in the second phase. The program, during the second phase, will be tailored to times that suit the target audience (including weekends) and will connect new residents to other new residents, to established residents, to the local environment and to local environmental organisations, therefore creating social connections across the community and positive environmental outcomes.

JOB SPECIFICATION

PRIMARY PURPOSE OF POSITION:

The Project Officer is responsible to the Coordinator, to achieve the following key outcomes.

KEY OUTCOMES OF THE POSITION:

1. Social Research and Planning

Act as the Project Officer to the joint PEC and Council social research project to:

- Design and deliver information gathering activities, such as surveys, to determine the current community connections and environmental interests of new residents,
- Identify how new residents would like to engage with environmental activities,
- Evaluate where new residents find information about the local environment and assess the current understanding of the local environment to provide a project baseline,
- Undertake a small focus group from the target audience to take a 'deep dive' into survey results and identify the key design parameters for the project delivery phase
- Schedule a program of activities that address the findings of the community research
- Develop a project evaluation plan with clear reporting indicators and a performance baseline

2. Program Delivery

During the second phase of the project, the Project Officer will:

- Identify, organise and host events, such as workshops and community activities, to improve awareness in the target groups for conservation, sustainability and rehabilitation methods, and to enhance their local social connectivity
- Prepare communication and extension material
- Enable the extension of PEC's opening hours into weekends and evenings (depending on client needs)
- Measure, track and report program success in line with the evaluation plan and project reporting requirements.

3. Communication and Stakeholder Management

To increase new residents' awareness of sustainability, environment management and involvement in environmental activities, the Project Officer will:

- Develop understanding and rapport with new residents
- Develop promotional and communication materials to reach the target audience and engage them with the program.
- Develop and proactively manage productive working relationships with partner organisations, local government authorities, community groups and other stakeholders.

KEY RELATIONSHIPS / INTERACTIONS:

- Implements project plan developed by the joint PEC & Council working group.
- Maintains effective working relationships with:
 - PEC Coordinator
 - PEC volunteers (existing and new)
 - Staff of City of Port Adelaide Enfield
 - Community groups (e.g. environmental, coastal, estuarine and marine organisations).
 - Stakeholders including other environmental service providers and the community.
 - Staff of Green Adelaide and the Department for Environment and Water.

SPECIAL CONDITIONS:

- Located at Port Adelaide
 - Must hold a current driver's licence
 - 9 hours/week position with evening and weekend work required
 - A flexible approach to working hours is required and TOIL is a condition of employment
 - Desirable to have a First Aid Certificate
 - Mandatory to undertake a DHS Working With Children Check
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PERSON SPECIFICATION**QUALIFICATIONS:**

A tertiary qualification in Environment Management, Environmental Science, Community Development or related area is desirable.

EXPERIENCE / SKILLS / KNOWLEDGE:

- Experience in working collaboratively with community organisations and community members to enhance the 'public good'
- Experience in managing customer enquiries and a commitment to providing excellent customer service
- Some experience with social research e.g. seeking to identify and connect with a target audience
- Demonstrated ability to develop and organise community education and awareness raising events, activities and material
- Experience in the use of social media for targeting younger audiences
- Sound interpersonal skills and the ability to develop and maintain cooperative working relationships, networks and consultative processes with a wide range of community organisations, stakeholders and work colleagues
- Sound organisational and time management skills, to work independently (sometimes in a solo capacity) and in a team, to meet scheduled timeframes
- Ability to maintain confidentiality as required
- A knowledge of and a commitment to Equal Opportunity Legislation, Work Health and Safety and Industrial Relations policies and procedures.
- A commitment to safeguarding the environment and its restoration

DESIRABLE EXPERIENCE / SKILLS / KNOWLEDGE:

- Familiarity with the local community and with local and other relevant environmental and community organisations.
- Awareness of Child Safety Procedures
- Experience as a volunteer in a community organisation