



ABN 19 949 536 343

59 Bonville Avenue | PO Box 3137 | Thornton NSW 2322
P (02) 4978 4040 | F (02) 4966 0588

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POSITION DESCRIPTION

Position Title	Regional Environmental Projects Coordinator
Employment Status	Permanent full time (5 days per week). NB flexible days and hours will also be considered
Package	Annual Salary: \$91,488.80 (\$46.30 per hour) Super (10%): \$9,148.88 Full private use of motor vehicle: \$7,500 pa
Office Location	Thornton NSW
Reports to	Regional Policy and Programs Manager - Environment
Date	1 November 2021
Direct Reports (if applicable)	Nil

The Organisation

The Hunter Joint Organisation (Hunter JO) is a collaborative organisation of the 10 Councils of the Hunter that facilitates the delivery of strategic advocacy and program outcomes for the entire region. Our principal statutory functions include:

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Shared regional leadership and advocacy

Being a hub for local government collaboration, the Hunter JO provides a united and local voice for communities throughout the Hunter region. The Hunter JO is a growing organisation, with an exciting and diverse range of projects that are delivering real outcomes for our region.

Collaboration is key to our success. It allows us to create innovative solutions, efficient processes, improved culture, and is a defining strength for our organisation. Our focus on place based leadership and collaborating with Councils, government, industry and community partners on the region's key issues and priorities makes the Hunter JO a dynamic, innovative and exciting organisation in which to work.



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The Position

The role will be based within our growing Regional Policy and Programs Division (RPPD), which is responsible for driving delivery of collaborative and evidence-based advocacy and program work across four regional focus areas: Connectivity; Resilience; Jobs and a Growing Economy; and Liveability.

The role reports to the Regional Policy and Programs Manager-Environment and will work closely with other JO staff and a wide range of external stakeholders including member Councils, State Government agencies, research institutions, business and community groups.

The role will work closely with the Regional Policy and Program Manager-Environment to deliver a range of activities including stakeholder engagement and management; research and analysis; and project planning, coordination and delivery, that contribute directly to implementation of regional scale projects being delivered by the Hunter JO. The initial focus of the role will be delivery of the grant funded “Regional Contaminated Land Capacity Building Program” and the “Transforming Resilience with the IP&R Framework Project” and beyond that the delivery of a range of projects contributing to the protection of the region’s environment.

The Regional Contaminated Land Capacity Building Program will continue to deliver a series of key actions:

- Facilitation of multi stakeholder working group;
- Engagement and management of consultants and contractors;
- Design and delivery of regional forums, workshops and training events;
- Research and data analysis; and
- Educational material development;

The Transforming Resilience with the IP&R Framework Project will deliver a series of key actions:

- Facilitation of multi stakeholder working group;
- Development of Regional Engagement Plan and Expertise Panel;
- Development of Resilience Health Check Tool and Experimental Scenario Development;
- Coordinate assessment of Councils current state;
- Coordination of the Hunter Resilience Health and Improvement Games; and
- Release and distribution of the Resilience Integrated Planning and Reporting (IP&R) Package

Key responsibilities of the Role:

- Plan and project manage the delivery of regional projects, initially focusing on the “Regional Contaminated Land Capacity Building Program” and the “Transforming Resilience with the IP&R Framework Project”, but also supporting the delivery of other projects within the Division as required
- Coordinate multi stakeholder committees and working groups to build collaboration in the delivery of regional projects, including the establishment and operation of project working groups / expert reference groups comprising member councils, state government agencies and other relevant organisations



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- Engage and manage consultants, contractors, project partners and stakeholders to ensure regional projects are delivered within established parameters, timeframes and budgets
- Monitor, manage and report on budget expenditures to ensure delivery of projects within available finances and timeframes
- Prepare and deliver workshops and presentations with member councils and key stakeholders to build awareness, capacity and commitment to participate in the delivery of regional projects
- Ensure organisational compliance with grant administration obligations including regular progress reporting of delivery milestones and expenditure
- Prepare project proposals, business cases and grant applications to expand the number of projects being delivered by the Hunter JO
- Track and report project progress and pre-emptively manage emerging risks
- Contribute to the development of regional policy / advocacy positions and submissions to articulate the position of member Councils through the Hunter JO.

Selection Criteria

Essential
Tertiary qualifications in environmental management, science, health, planning or related discipline
Project Management skills including, engagement and management of consultants, contracts, project planning and identifying and pre-emptively managing project risks, project reporting, and liaison internally and externally to deliver project outcomes
Excellent interpersonal skills, able to empathise with others and work collaboratively as part of teams, within and external to the Hunter JO. This includes skills in presentations, meetings, phone calls and social media use.
Ability to work independently, and to exercise initiative and problem-solving skills.
Considerable understanding and experience in implementing environmental, natural resource management, sustainability, resilience and/or contaminated land programs and initiatives.
Demonstrated skills in researching technical issues, analysing outcomes, and communicating the research findings to various technical and non-technical audiences
Demonstrated skills in preparing (including writing content) of professional guidance and communication resources, including professional guidelines, training resources, and communication / engagement materials
Excellent word processing skills and competence with various software packages including Outlook, Word, PowerPoint and Excel.
Class C NSW Drivers licence
Desirable
Experience in managing project budgets
Experience working with local, regional, state or federal government organisations.
Knowledge of local government's role in managing contaminated land



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More Information

To find out more about the role, please contact:

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Regional Policy & Program Manager - Environment

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