SYDNEY COASTAL COUNCILS GROUP INC.

councils caring for the coastal and estuarine environment

SYDNEY COASTAL COUNCILS GROUP

Support Officer – Coast & Estuaries

Information Package

May 2018

HOW TO APPLY

Thank you for your interest in applying for the position. The following information has been provided to assist you with your application.

1. <u>What should I include in my application?</u>

Applications should be clear and concise and **must** include:

a)   A Resume that summarises your employment history, experience, education and the name and telephone number of two referees (people who have directly supervised you or who have knowledge of your capacity to perform the duties of the advertised position)

b)   A response to each of the essential and desirable selection criteria is required in order for your application to be assessed.

You could use the follow five steps to assist you to write your response:

a)   Open with a positive statement explaining how you meet the criterion.

b)   Provide an outline of a situation where you applied the skill etc. detailed in the criterion.

c)   Outline your role or responsibilities in this situation.

d)   Detail the actions you took to achieve the outcome(s).

e)   Describe the result(s) of your action(s).

2. <u>Submission of applications</u>

Applications are to be submitted by email to <u>info@sydneycoastalcouncils.com.au</u> by the closing date with the title 'Application for Support Officer Position'.

3. <u>Closing date</u>

5.00pm on Friday 22nd June

4. <u>The selection process</u>

The SCCG's selection process is based on merit principles and equal employment opportunity.

Addressing the selection criteria is an important element of your application. Do not simply state that "you meet the criteria" - list each criterion as a heading and under each heading clearly explain how you meet it, providing examples where possible to support your claim(s).

5. <u>The selection panel</u>

The selection panel plays a crucial role in the recruitment process. It is responsible for assessing the relative merit of your application by reviewing your resume and how well you meet the selection criteria. The SCCG Secretariat will shortlist applications identifying applicants for further assessment by determining who best meets the criteria. Applicants shortlisted for further assessment will be contacted and invited for an interview before the selection panel. An assessment is made of the relative suitability of applicants - assessing the relationship between an applicant's qualifications, skills, knowledge and attributes and those required for the position. Applicants may be requested to demonstrate their qualifications, skills, knowledge or attributes by producing evidence or performing tasks.

6. Referees

Ideally one of your referees will be your current supervisor or manager. We will not contact your referees without first discussing this with you. Applicants are strongly encouraged to make suitable arrangements with their nominated referees prior to the lodgement of their application.

7. Making an offer

The successful Applicant will be offered employment once reference checks have been undertaken and the results confirm that the Applicant can meet the requirements of the role.

Additional Information

If you have any queries, please contact Geoff Withycombe, Executive Officer, on 02 9246 7791 or geoff@sydneycoastalcouncils.com.au

The SCCG

The Sydney Coastal Councils Group (SCCG) is a voluntary Regional Organisation of Councils representing nine coastal councils (www.sydneycoastalcouncils.com.au). Established in 1989, it promotes cooperation and coordination between Member Councils with the mission to provide leadership through a coordinated approach to sustainable coastal management. The organisation's activities are conducted by the Secretariat which currently comprises the following key roles:

o   Executive Officer (EO)
o   Manager – Projects and Programs (MPP)
o   Support Officer – Coast and Estuaries (SO p/t)

The EO administers the Group and its Committees, and manages the finances of the Group. The EO reports directly to the Chairperson and the Group's Executive Committee.

The Group consists of three primary committees:

o   The Executive Forum (GM's and Senior staff)
o   The Full Group Committee (Councillors and staff, inclusive of the Executive Committee)
o   The Technical Committee (staff)

Additional Information related to Sydney Coastal Council Group and its activities can be found on our website www.sydneycoastalcouncils.com.au

POSITION DESCRIPTION

PROFILE

Organisation:	Sydney Coastal Councils Group Incorporated (SCCG).
Position Title:	Support Officer – Coast and Estuaries (part-time).
Responsible to:	The Support Officer reports to the Manager Projects and Programs.
Tenure:	A three-year performance-based contract (subject to a successful 3-month probation), with potential to extend.
Location:	The SCCG Office, Sydney (location tbc)
Travel requirements:	The Support Officer will be required to attend meetings, workshops and the like at external venues.

EMPLOYMENT CONDITIONS

Salary:	$50,000 - $55,000 pro-rata (plus superannuation).
Superannuation:	In accordance with the Superannuation Guarantee Legislation, currently 9.5% of salary.
Payment of Wages:	Paid fortnightly in arrears by direct bank credit.
Hours of Work:	Part-time: Two – Three days per week (negotiable) from 8.30 a.m. to 5.00 p.m. (7.5 hours/day) (one of those days must be a Thursday).
	The Support Officer is expected to attend Full Group meetings to provide logistic support and to take minutes. Meetings are 4 x per year, Saturday 12noon-4.30pm.
Award:	Local Government Modern Award 2010.
WHS & EEO:	All employees must adhere to the Regulations and Policies of the SCCG and its host Council relating to both Work Health and Safety, Equal Opportunity Employment.

POSITION SUMMARY

Position Summary

This role is responsible for developing and maintaining administrative systems and for providing efficient secretarial support to the SCCG Secretariat. Key tasks include office administration, secretarial support, database management, preparing communications and reports, administering financial accounts, implementing meeting/event logistics, and providing good customer service.

This role will also be responsible for undertaking various desktop research projects on behalf of the Secretariat and Member Councils. This role will require the candidate to work in a small team environment.

The successful candidate will be an enthusiastic professional with a positive attitude, who is dependable and highly organised with demonstrated time management, a high-level attention to detail, and the ability to multi-task. We are looking for somebody to take ownership of the position, streamline processes to improve daily operations and productivity, and support the Secretariat to complete its work more efficiently.

KEY RESPONSIBILITIES

- Provide administrative and secretarial services such as scanning, printing, photocopying, filing and records management, mail receipt and sorting, maintaining databases, and the compilation of reports.

- Prepare and review agendas for meetings/events, record minutes of meetings, and write up information/actions from meetings/workshops.

- Prepare correspondence and other documentation, and run correspondence reports quarterly.

- Manage logistics for internal events and meetings, including venue booking, catering, registrations, and setup; and for staff attending external conferences/seminars/courses and events including registration, flight and accommodation bookings.

- Manage the stationery order and supply, and other procurement requirements of the Secretariat.

- Administer financial matters, including payment of invoices, management and maintenance of account records and frequent liaison with the SCCG bookkeeper.

- Manage and maintain the office equipment, and administer the Group's IT systems, including Geographical Information Systems (GIS) and software licences, and the management of the external IT contractors as required.

- Collate and maintain the SCCG information booth materials

- Prepare the annual SCCG Funding Guide

- Assist in making updates/changes to the SCCG website

- Assist with content and prepare the monthly 'making waves' e-mail newsletter

- Undertake desktop research projects on various coastal/water/waste related topics, including collating research, undertaking literature reviews, putting together case studies and reports, and developing and analysing surveys to member councils.

- Assist in the exchange of information/resources between SCCG, member councils and other stakeholders, including accessing up-to-date publications and information on coastal management issues and trends, science, legislation and policy relevant to local government.

- Provide a high level of customer service to members and other stakeholders (on the telephone, written correspondence and when representing the SCCG in person).

- Perform other relevant duties as directed by the Manager Projects and Programs.

KEY ATTRIBUTES

- Efficient, Self-motivated and uses initiative in planning and implementing tasks

- Ability to take direction, and then work either independently or within the team to complete tasks/projects to desired outcomes.

- Flexibility - demonstrated ability to adapt and welcome new ideas, and a willingness to tackle challenges.

- High level attention to detail

- Productive with an ability to multi-task

- Ability to research and synthesise information

- High level customer service and ability to build and maintain relationships

- Friendly and team orientated
- Honesty and professional integrity
- Interest in working in the environmental field

SELECTION CRITERIA

All Essential and Desirable Criteria provided below must be addressed.

ESSENTIAL

1. Qualifications

Qualifications in Business Administration or a related field (minimum Cert IV), and/or qualifications in coastal management, marine science, natural resource management, environmental science or equivalent.

2. Skills & Knowledge

a) Administration

- A minimum 3 years' experience working in business administration, with a thorough understanding of administrative procedures and processes and the ability to adapt them to a small team environment.
- Demonstrated experience providing secretarial support, including taking minutes, drafting correspondence
- High level attention to detail
- Excellent database management skills
- Experience liaising with external contractors

b) Organisational

- Excellent time management skills and ability to meet tight deadlines
- Demonstrated organisational skills

c) Communication

- Excellent written communication skills
- Verbal communication skills, including well-developed interpersonal skills
- Customer service skills and experience in building and maintaining relationships

d) Computer skills

- Computer skills, including proficiency with e-mail, internet applications and programs including MS Outlook, Word, PowerPoint, Access, Excel and Adobe Acrobat professional
- Proficiency in content management systems, such as Drupal and Wordpress, or willingness to learn.

e) Research

- Experience in and/or capability to undertake desktop research and complete outcomes reports

f) EEO & WHS

- Knowledge and understanding of Equal Employment Opportunity (EEO), Ethical Practice and Work Health and Safety (WHS)

DESIRABLE

1. Knowledge of Local Government operations and/or experience working in Local Government or another Government organisation.

2. Experience working in a small team environment.

3. A basic understanding of environment issues and practices, particularly coastal management issues and processes impacting on Councils, or the willingness and capability to learn this information on the job.

4. A Drivers Licence