

Independent Chairperson, Pakenham Mt. Shamrock ERC

Purpose of Position

The role of the Chairperson is to assist the members of the Pakenham Mt. Shamrock ERC to fulfil their collective role by providing independent, arms length coordination and facilitation of the ERC's operations. The ERC was formed in 2007. One of the major tasks of the ERC is to review the environmental management performance of the quarry operator. Background documentation regarding all the operations of the ERC can be found [here. \(link\)](#)

Tenure:

This position is appointed for a term of 3 years by the Shire of Cardinia. The role is funded by the quarry operator, Holcim (Australia) Pty Ltd.

Primary duties and responsibilities

The Chairperson supports the work of the Environment Review Committee by:

- Liaising with key stakeholders in the preparation of meeting agendas, site tours, the general planning of ERC meetings and other engagements as requested by the ERC.
- Facilitating the discussions and meetings of the ERC.
- Preparing meeting summaries of ERC's discussions.
- Ensuring that the ERC operates to fulfil its Terms of Reference.
- Liaising with other parties on behalf of the ERC where necessary.

Qualifications, skills and experience

Applicants should have demonstrated competency in facilitation/mediation and / or consultation and be able to show:

- Strong and independent chairperson and facilitation skills with groups of diverse stakeholders including for-profit organisations, state and local government authorities, indigenous groups and local community groups / individuals.
- Experience in facilitation / mediation forums or industry consultative committees.
- The ability to support productive discussions where opinions may be in conflict and ensure that all voices are heard in a discussion and act with full independence.
- The ability to cut through political personal and cultural barriers to identify risks, issues and options and find solutions.
- Strong, articulate and timely preparation of relevant agendas and meeting summaries.
- Desirable to have experience working with primary industries

Selection Criteria

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Applicants should specifically address the above criteria. Applicant short listings will be based upon these selection criteria and applicants should familiarise themselves with the work of the ERC prior to applying.