

# POSITION DESCRIPTION

<b>Position Title:</b>	Trainee Environmental (PN 6083)		
<b>Position Type:</b>	Temporary Full-time (for the duration of the traineeship)		
<b>Department:</b>	Strategic & Asset Planning		
<b>Date Approved:</b>	July 2023		
<b>Hours per week:</b>	35	<b>Award Classification:</b>	Traineeship wages
<b>FTE</b>	1	<b>Salary Classification</b>	

## Position Purpose

Enroll in and complete either the Certificate IV in Environmental Management & Sustainability or the Certificate IV in Conservation & Land Management or equivalent by correspondence and work full-time at Kempsey Shire Council for the duration of the traineeship.

Obtain on the job skills reaching across areas of biodiversity, sustainability, natural resource management and environmental assessment through field and office-based work experience.

At the conclusion of the traineeship the incumbent will have 2 years of practical experience working in the broader environmental field and is a capable and valuable employee with excellent prospects for a rewarding career in an environmental field.

## Key Accountabilities

- Assist the team's staff to implement and deliver a range of environmental, natural resource management and educational projects and programs.
- Assist in specific and detailed field investigations as required using modern investigative technology.
- Be involved with the preparation and development of site/area specific environmental rehabilitation projects and programs.
- Develop project ideas based on existing Council strategies that will contribute to improving the environmental sustainability of the organisation and the community.
- Coordinate individual sustainability projects focusing on community education and communication/engagement.
- Assist in the preparation of grant funding applications.
- Assist Council and the community to increase understanding of environmental, sustainability and natural resource management issues.
- Assisting Council to meet environmental legislative requirements throughout all phases of infrastructure projects -planning, design through to implementation.
- Work with other sections of Council to obtain a wide range of experience and knowledge of Local Government operations.

## Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Higher School Certificate or equivalent
- Must be eligible to be accepted into the Certificate IV in Environmental Management & Sustainability or the Certificate IV in Conservation & Land Management or equivalent as a part-time student
- Current Driver License or willingness and eligibility to obtain

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

### Skills and Experience

- Ability to complete theory and practical work units associated with the selected course of study.
- Paid or unpaid experience in environmental or natural resource management projects (for example Landcare) would be highly regarded (provide references and employment record where appropriate).
- A demonstrated understanding and genuine interest in the environmental, sustainability or natural resource management field through previous school studies or private interest.
- Positive attitude with the ability to demonstrate initiative and be an active and effective team member.
- A commitment to maintaining a safe working environment.
- Intermediate to advanced Microsoft Office skills.
- Excellent verbal and written communication.
- Organised, punctual and able to meet deadlines.

### Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none"><li>• We approach our work with enthusiasm and drive to make a difference</li><li>• We inspire others with our thirst for excellence</li><li>• We take pride in the customer service we deliver</li></ul>
Integrity	<ul style="list-style-type: none"><li>• We act ethically and honestly and work to build the trust and confidence of the community and staff</li><li>• We act with pride and respect while being loyal and accountable</li></ul>
Innovation	<ul style="list-style-type: none"><li>• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions</li><li>• We promote and deliver change in the way we work</li></ul>
Communication	<ul style="list-style-type: none"><li>• We ensure open communication for all</li><li>• We openly and proactively listen and provide information</li></ul>
Respect	<ul style="list-style-type: none"><li>• We consider workmates, community, the workplace and environment</li><li>• We treat people as we would like to be treated</li></ul>

---

Collaboration

- We seek what is best for the team, not what is best for the individual
  - We work together to achieve a shared vision
  - We are connected with and care for each other
  - We encourage and pay attention to those around us
- 

## Supervision Received

This role reports to the Manager Strategic & Environmental Planning

## Supervision Exercised

Nil

## Role Authorisation

«InternalApprovalSignature\_tag»

## Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

«CandidateSignature\_tag»