

Environmental Centre Officer

Position Description

Directorate	Community & Environment	Department	Environmental Services
Reports To	Environmental Centres Team Leader	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 3

Position Purpose

This position will support the operations of Council's environment centre network promoting education, conservation and sustainability through the delivery of quality service outcomes and a positive visitor experience.

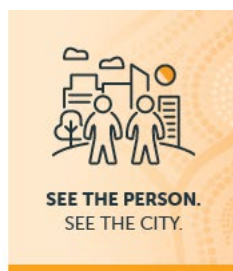
Key Responsibilities and Outcomes

As an Environmental Centre Officer and member of the Environmental Services department you will:

- Provide operational support to Council's environment centres and associated facilities to promote and deliver environmental education initiatives, conservation and sustainability.
- Develop, maintain and coordinate a network of volunteers ensuring ongoing recruitment, engagement and resourcing to support environment centre service outcomes and a positive visitor experience.
- Train and support volunteers to conduct a range of activities including delivery of centre tours and associated environmental education initiatives for visitors, schools and community groups, general grounds maintenance, development and delivery of school holiday activities.
- Induct, manage and mentor volunteers in accordance with Council policies.
- Liaise with internal and external stakeholders regarding environmental projects and initiatives (e.g. infrastructure, equipment and community capacity-building) and seek external funding opportunities to bring these to fruition.
- Act as an initial point of contact to visitors, community environment groups and the general public providing a high standard of customer service.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.
- Build strong relationships with key stakeholders to ensure positive environmental outcomes are achieved.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Previous experience providing environmental management support including recruitment, engagement, resourcing, training and co-ordination of volunteers.
- Demonstrated experience working in a customer focused environment with the ability to disseminate information in a user friendly and age appropriate format.
- Well-developed organisational skills and work ethic, to work autonomously.
- Strong time management skills and the ability to manage conflicting priorities and meet deadlines.
- Well developed people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.

Qualifications

- Current C class driver's licence.
- Current Working with children card for child related employment from Blue Card Services.
- Current Apply First Aid Certification.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.