Information Pack

Sustainability and Environment Project Officer

Your application can be lodged online – City of Rockingham Jobs List

Applications must be received by **4pm** on **Monday 17 August 2026.**

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

If you identify as a person with disability and require adjustments throughout the recruitment and selection process, please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Selection criteria apply to this vacancy – refer to the advertisement
You will be required to provide your response to each criterion during the online application process. "Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

Employment Conditions

Location	Administration Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	$94,367 to $99,929 per annum, depending on skills and experience
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team will assess each case on merit • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description

Title: Sustainability and Environment Project Officer

Tenure: Permanent, Full Time

Division: Planning and Development Services

Level: 5 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objectives

- Manage specific environmental and sustainability projects, including the preparation of management plans, strategies and policies.
- Provide research and administration support to the team, relevant to environmental and sustainability matters.
- Support Environmental Planning and Sustainability Officers in the delivery of complex projects and initiatives.
- Conduct community events, meetings and other activities to support program delivery.

Organisational Relationships

Reporting to: Coordinator, Sustainability and Environment

Responsible for: Nil

Membership of: Strategic Planning and Environment Team

Liaison with: Managers, Coordinators, City of Rockingham teams including: Community Capacity Building, Library and Information Services, Waste Services, City of Rockingham residents, stakeholders, customers and clients

Organisation Chart

Manager Strategic Planning and Environment
Coordinator Sustainability and Environment
Sustainability Officer
Environmental Planning Officers
Environmental Education Officers
Sustainability and Environment Project Officer

Key Responsibilities

Professional Responsibilities

- Prepare, complete and implement environmental and sustainability projects, including management plans, strategies and policies.
- Prepare reports and other written communications to support delivery of sustainability and environmental projects and initiatives.
- Enter data and analyse information to assist with reporting on environmental trends and project milestones.
- Conduct research to inform program development and decision-making.
- Follow administrative procedures as required by the City in procurement, including processing invoices and engaging consultants.
- Provide environmental and sustainability advice to internal and external stakeholders, with support and guidance from team officers, as necessary.

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Requirements of the Job

Skills, Knowledge and Experience

Essential

- Knowledge of effective strategies that achieve improved waste reduction, sustainability and environmental outcomes
- Well-developed interpersonal, verbal and written communication skills
- Sound decision making, time management and project management skills
- Sound attention to detail and the ability to research and problem solve

Qualifications, Certifications and Licences

Essential

- Degree in sustainable development, environmental science, or equivalent and / or significant experience in a similar role
- Current 'C' class driver's licence
- National Police Clearance

Desirable

- Working knowledge of sustainability principles, circular economy, sustainable development, behaviour change, resource recovery bushland and wetland conservation principles and/or environmental best practice and management

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Scope of Position

The Sustainability and Environment Project Officer:

- Works under the general supervision of the Coordinator Sustainability and Environment
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgement within clearly established procedures and guidelines

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Certification

Approved by	Manager Strategic Planning and Environment	**Date reviewed**	July 2026

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume **(Required)**	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Essential Requirements of the Role **(Required)**	The essential requirements relevant to this role are specified in the position description (Requirements of the Job section) and you must address these as part of your application. This can be in your cover letter, as part of your resume or as a separate attachment. **Without this information we cannot assess whether your skills and experience meet the minimum requirements of the position.**
Covering Letter **(Optional)**	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au or (08) 9528 0333