

Job title: Team Leader Environment Education and Volunteering	
Classification: Band 6	Effective Date: August 2024
Reports to: Coordinator Environment and Bushland	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To professionally delivery the Environment Education, Volunteering and Biodiversity Monitoring Programs across Council's Natural Environment assets.

Key Responsibilities

Position Specific Responsibilities

- Manage the Environment and Education team to ensure the delivery of high quality and contemporary education and environmental management programs.
- Manage Council Volunteer Programs associated with the Parks and Natural Environment Department including Parkland Advisory Committee and Environment Education Program Volunteers.
- Assist external volunteer groups including Community Nurseries, Community Gardens and Environmental Friends Groups.
- Implement targeted community events including National Tree Day, citizen science and school holiday programs.
- Assist in the delivering of Council's KPI Biodiversity Monitoring Program and the ongoing upkeep of the Whitehorse Biodiversity Inventory.
- Promote the education program through effective marketing campaigns.
- Assist in the day to day management of Council's Environmental Visitor Centres.
- Undertake the timely resolution of responsible customer requests.
- Actively participate as a member of the Parks and Natural Environment leadership team.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.

- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: The position is responsible for the Education and Volunteering Budget.

Staff responsibility: The position is responsible for the supervision of internal environmental education and volunteer management staff. The role also involves managing casuals, volunteers and work experience students to ensure program objectives are achieved and staff are appropriately motivated, trained and developed to undertake their duties. This position may also have direct oversight of contractors.

Judgement and Decision Making

- Incumbent has the authority and freedom to act within established operations and budgetary guidelines, and the provision of various Acts, regulations, codes, technical controls, standards and Council policies.
- The position will make decisions and provide input on matters relating to Environmental Education and Volunteer Management.

Specialist Knowledge and Skills

- Knowledge and understanding of the Victorian School Curriculum.
- Knowledge of the regions natural environment i.e. fauna, plant I.D skills
- A current Victorian drivers license.
- Working with Children Check
- Proficient in suitable computer programs to promote and enhance the program.
- Highly developed communication skills

Qualifications and Experience

- Relevant tertiary qualifications in Education or Environmental Sciences.
- Experience in similar roles delivering environmental education and Volunteer programs.
- Relevant Staff, Volunteer and Contractor supervisory experience.
- Exposure to community advocacy groups

Interpersonal Skills

This role requires well developed communication skills that will allow the incumbent to deal with a wide range of stakeholders. From dealing with kindergarten children undertaking bush kinder to university professors/students working on PhD projects this role requires an individual that can alter their communication style to match their audience.

Key Relationships:

- The position will liaise with numerous Departments, Coordinators and staff at all levels including the Parks and Natural Environment Department, Strategic Marketing and Communications Department, Leisure and Recreation Department, City Services Department and internal service delivery Departments, as well as community volunteer groups including parkland advisory committees, Schools (Early Learning, Primary, Secondary and Tertiary), residents, internal and external committees, contractors, industry bodies, government agencies and Councillors.
- The position is required to maintain professional relationships with volunteer groups, suppliers, contractors, consultants and various industry bodies.
- The position has key responsibilities in ensuring efficient and effective customer service in accordance with the relevant policies and procedures.

Management Skills

- Ability to plan and organise own work and work of the team in the achievement of objectives and timeframes.
- Must be able to provide staff, volunteers and casual employees under their supervision with on the job training and guidance.
- Ability to manage and supervise contractors.
- Ability to establish an effective and positive team environment as well as lead and motivate staff.

Application Requirements

- Satisfactory Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.
- Able to undertake weekend work on occasions

Key Selection Criteria

- Relevant tertiary qualifications in Education or Environmental Sciences.
- Experience in similar roles delivering environmental education and Volunteer programs.
- Staff, volunteer and contractor supervisory skills
- Highly developed communication skills
- Current Victorian Drivers License

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Working bee supervision, Community events e.g. National Tree Day Education programs	Sometimes performed	
Hand/Arm Movement Tasks involve use of hand/arms	Office duties	Daily	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Working bee supervision, Community events e.g. National Tree Day	Rarely performed	
Standing Tasks involve standing in an upright position	Office duties and site visits	Daily	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Office duties e.g. collecting stationary (items would be light)	Rarely performed	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Working bee supervision, Community events e.g. National Tree Day Education programs	Sometimes performed	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Education program preparation	Sometimes performed	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Working bee supervision, Community events e.g. National Tree Day Education programs	Sometimes performed	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Office duties	Daily	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Driving	Daily	

Any other relevant comments: