

# Position Description

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|------------------------|-------------------------------------|
| <b>Position Title</b>  | Environmental Officer               |
| <b>Position Number</b> | PKEN02, PTKO04                      |
| <b>Directorate</b>     | Infrastructure                      |
| <b>Business Unit/s</b> | Infrastructure Administration       |
| <b>Reports to</b>      | Coordinator Conservation & Wildlife |
| <b>Classification</b>  | IWA – Level 7                       |

## Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

## Organisational Vision, Mission Statement and Values

### Vision

A sustainable City with a local focus.

### Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

### Values

The City of Stirling's core values are:



## Reporting Relationships

The Environmental Officer reports to the Coordinator Conservation and Wildlife. No staff directly report to the Environmental Officer.

## Position Overview

The Environmental Officer supports the planning and delivery of the City's conservation, biodiversity and wildlife programs across bushland, wetland, coastal dune and urban habitat areas. Working within the Conservation and Wildlife service area, the position provides technical advice, coordinates projects, supports field staff, contractors and volunteers, contributes to environmental planning and community engagement, and ensures assigned works are delivered safely, efficiently and within budget to protect and enhance the City's natural ecosystems for the community.

## Position Objectives

The objectives of the position are to:

- Support the development, review and implementation of conservation, biodiversity, wildlife and environmental management plans, strategies and programs.
- Plan, coordinate and deliver assigned conservation projects, restoration works, wildlife management initiatives and environmental improvement programs across the City's natural and urban habitat areas.
- Provide sound technical advice on conservation, biodiversity and environmental matters to internal stakeholders, contractors, volunteers, community members and external agencies.
- Liaise with and support conservation volunteers, field staff, contractors and consultants to coordinate conservation activities and deliver works safely, effectively and in accordance with City requirements.
- Assist with budgets, cost estimates, procurement, grant submissions, contract administration and financial monitoring for assigned programs and projects.
- Investigate and respond to customer enquiries, support community engagement and represent the service area in meetings, presentations and consultation activities as required.

- Apply the City's safety, risk, procurement, financial and customer service requirements in all duties and contribute to a positive safety culture.
- Assist the Coordinator Conservation and Wildlife and Senior Environmental Officer with service planning, reporting and operational priorities as required.

## Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

## Selection Criteria

| Qualifications/Education Level                                                                                   |           |
|------------------------------------------------------------------------------------------------------------------|-----------|
| Tertiary qualification in Environmental Management, Land Management or a related field.                          | Essential |
| Mandatory Certificates, Licences, Tickets, Memberships, Registrations                                            |           |
| Current C class driver's licence.                                                                                | Essential |
| Working with Children Check.                                                                                     | Essential |
| Current National Police Clearance Certificate.                                                                   | Essential |
| Knowledge, Skills, Experience & Abilities                                                                        |           |
| Ability to demonstrate behaviours aligned with the City of Stirling Competency Framework for the position level. | Essential |

|                                                                                                                                                                           |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Sound knowledge of natural area conservation, including bushlands, wetlands, coastal dunes, local flora and fauna, and relevant environmental issues in local government. | Essential |
| Project coordination skills, including planning, procurement, contractor management, cost estimating, scheduling and budget monitoring.                                   | Essential |
| Ability to work collaboratively with employees, contractors, consultants, volunteers, community members and external agencies to deliver conservation outcomes.           | Essential |
| Well-developed communication skills, including customer service, report writing, correspondence, meetings, presentations and community engagement.                        | Essential |
| Computer skills across databases, spreadsheets, word processing and mapping or project management systems.                                                                | Essential |
| Understanding of workplace health and safety, risk management and safe work practices relevant to conservation works.                                                     | Essential |
| Understanding of conservation volunteering and supporting community-based volunteer networks.                                                                             | Desirable |

#### Office use only

|                        |                     |         |                                      |
|------------------------|---------------------|---------|--------------------------------------|
| Position Creation Date | Date                | Officer |                                      |
| Last reviewed/Modified | Date 11 August 2026 | Officer | Service Lead Conservation & Wildlife |