

POSITION DESCRIPTION

Position Title:	GVROC Regional Climate Alliance Coordinator	Position Number:	TBC
Department:	TBC once Lead LGA confirmed	Accountable to:	GVROC
Responsible for the supervision of: GVROC Working Group.			



Primary purpose of the position	<p>This unique position is responsible to assist the Goldfields Voluntary Regional Organisation of Councils to implement the Climate Alliance pilot program. Under the auspice of one of the nine Local Government Authorities (LGAs) within the GVROC you will prepare Goldfields-Esperance local governments for the challenges of climate change, and position communities to take advantage of new economic opportunities developed in response to climate issues. Your purpose is to fulfil the objectives of GVROC by coordinating infrastructure projects and drive on-ground action using local collaboration, stakeholder engagement, and pragmatic decision making. Administration of the role and program will be hosted and supported by a lead GVROC LGA, although the position reports directly to the GVROC board comprised of member Council CEOs. Experience in stakeholder negotiation, project management and effective communication are essential if you are to achieve success. Passionate individuals keen to make a difference and self-confident in their ability are encouraged to take on this career defining experience.</p>
Key accountabilities	<ol style="list-style-type: none"> 1. Coordinate planning workshops with GVROC representatives to identify project objectives, outcomes, and opportunities. 2. Organise and prepare programs and arrangements that align with the Regional Climate Alliance. 3. Develop action plans setting out deliverables and desired outcomes. 4. Identify and prepare applications to source grant funding towards delivery of identified projects in addition to the available funding from the Regional Climate Alliance Program. 5. Deliver projects in response to climate change aligning to objectives for Regional Climate Alliances 6. Take advantage of other grant funding sources to support program objectives 7. Manage projects to deliver on time and within budget. 8. Maintain financial records to support WALGA's Program Progress Reports. 9. Prepare quarterly reports to continuously evaluate the program and at conclusion of the funding period compile project summary report 10. Maintain effective communication, engagement and responsiveness with the GVROC Climate Alliance and Regional Climate Alliance members;
Judgement & decision making	<p>Work autonomously and apply good judgement and problem-solving skills to situations with guidance from the GVROC Executive Officer.</p>
Outcomes / Key Performance Indicators (KPI's)	<p>To be determined in liaison with representatives of the GVROC Climate Alliance within 3 months of commencement.</p>

Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Tertiary qualifications related to environmental management / engineering or similar field, with substantive experience in that field; 2. High level communication skills with the ability to liaise effectively and confidently with a range of key stakeholders; 3. Strong administrative, organisational and time management skills with the ability to work to deadlines across numerous projects simultaneously with excellent attention to detail; 4. Proven track record in delivering collaborative projects that delivered positive environmental outcomes; 5. Demonstrated ability in writing reports, preparing budgets and preparing tender documentation; 6. Proven supervisory experience and demonstrated leadership qualities; 7. Current satisfactory National Police Clearance; and 8. Current WA "C" Class Driver's License 	
GVROC Qualities & Behaviours	Customer Service	courteous, helpful, professional, effective, timely and accurate advice, desire to exceed customer expectations, responds calmly to difficult situations
	Initiative	applies good judgement in completing tasks, anticipates requirements without prompt, considers how to improve customer service
	Teamwork	co-operative, supportive, helpful, positive attitude, contributes, adaptable, flexible
	Communication	clear, concise, gains rapport, engaging, willing to help others
	Reliability	delivers on work deadlines without prompts, plans around schedules and work demand
	Accountability	responsible for decisions, actions, performance and resulting consequences; delivers quality outcomes in accordance with Council strategy, operations, policies and procedures

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The GVROC and the lead hosting GVROC LGA reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name
(please print): _____

Employee Signature: _____

Date: _____

Position COA Number: _____