

WHITEHORSE CITY COUNCIL

Position description

Job title: Environment Education Officer	
Classification: Band 5	Effective Date: November 2025
Reports to: Team Leader Environment Education and Volunteering	Tenure: Permanent Part Time (0.4 FTE)

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

Position description

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

This position plays an important role in the planning and delivery of the Environmental Education Program at Council's bushland reserves, as well as other services, including a range of pre-school activities, school incursions, environmental community events and behaviour change programs with students of all ages and the community. As an Environmental Education Officer, you will design and deliver engaging programs that promote biodiversity, habitat conservation, and sustainability. You'll also coordinate community events, manage collaborative projects with internal and external partners, and lead volunteer teams to support program delivery.

Key Responsibilities

Position Specific Responsibilities

- Develop environmental education and behaviour change programs that explore topics such as biodiversity, environmental conservation and sustainability and are aligned with current early years learning framework and Victorian curriculum guidelines.
- Develop and deliver a range of interactive School Holiday activities and community education sessions in Council's Bushland Reserves.
- Co-ordinate the delivery of a range of community events that promote environmental awareness and sustainability.
- Manage collaborative projects that promote environmental awareness and create links between organisations, community groups and residents e.g. Citizen Science and Behaviour Change programs, Bush Kinder.
- Manage bookings and evaluation processes.
- Train and coordinate volunteers to assist with delivery of the Parks and Natural Environment Education Program.
- Collaborate with Council Departments, other Councils, State Government Departments and Agencies, including local environmental groups.
- Maintain accurate databases of schools, groups and individuals interested in participating in the program and provide reports to council as required.
- Co-ordinate the development and distribution of promotional and educational materials.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Accountability and Extent of Authority

Budget: Authority to purchase consumables and resources for the Parks and Natural Environment Education Program within prescribed limits and subject to approval from the supervisor.

Staff responsibility: The position is responsible for the co-ordination and supervision of volunteers.

Judgement and Decision Making

- The position is accountable for the development of the Environmental Education Programs that align with current curriculum guidelines.
- The position has the authority to explore opportunities that will enhance service delivery, such as collaboration with external agencies.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Excellent computer skills and proficient in the use of the Microsoft Package (Word, Power Point, Excel, Outlook, Teams).

Qualifications and Experience

- Relevant tertiary qualification in Environmental Science, Education or similar and/or experience in a relevant discipline.
- Substantial experience in the development, implementation and evaluation of environmental education programs; and a good understanding of current school curriculum and Early Years Learning Framework.
- Experience in the management of projects and events.

- A good understanding of current environmental issues and local biodiversity.
- Experience working with children.
- Experience working with Volunteers.
- A valid Victorian driver's licence. Satisfactory National Criminal History Check.
- Satisfactory Working with Children check or current VIT registration

Interpersonal Skills

- Excellent written and verbal communication skills and the ability to deliver presentations and reports to students, members of the public, community groups and other Council staff.
- Experience with preparing reports and external correspondence.
- Ability to deal with difficult and challenging behaviour.

Key Relationships:

- The position will liaise closely with other the other Environmental Education Officer and with a range of Council teams including Leisure and Recreation Services, Sustainability, and Strategic Communications.
- The position will maintain professional relationships with a range of agencies including neighbouring Councils, Parkland Advisory Committees, Friends Groups and local education providers.

Management Skills

- Project management skills.
- Lead, train and supervise volunteers.
- Ability to handle varying workloads and tasks independently and regulate workload autonomously.
- Understanding of Health and Safety and risk management principles and requirements.
- Experience in development and delivery of relevant curriculum material.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.

- A valid Victorian driver's licence.

Notes and comments:

- The position will be required to occasionally work outside of business hours (weekend and after hours).
- The position will be required to work from different locations within the municipality.

Key Selection Criteria

1. Relevant tertiary qualification in Environmental Science, Education or a related discipline, and/or experience in a relevant discipline.
2. Sound knowledge of environmental issues, local biodiversity and sustainability principles.
3. Demonstrated experience in designing, implementing and evaluating environmental education programs aligned with the Victorian curriculum and Early Years Learning Framework
4. Excellent written and verbal communication skills and the ability to prepare promotional materials and educational resources, and to deliver engaging education programs to diverse audiences, including to children of different ages, community groups and stakeholders.
5. Demonstrated ability to build positive relationships and collaborate effectively with volunteers, members of the public, community groups, and Council staff to achieve shared environmental education goals

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.	Kneeling to interact with small children	often	
Hand/Arm Movement Tasks involve use of hand/arms	Typing and collating educational materials	often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Bending may be required to set-up educational activities	occasionally	
Standing Tasks involve standing in an upright position	Standing during presentations and educational activities	often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Reaching may be required during education and citizen science activities (e.g. nest box monitoring with camera poles)	occasionally	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Walking during environmental education walks and activities	often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Lifting and carrying of equipment and activity set-up (e.g. chairs)	often	

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	Light pushing and pulling tasks required to set-up educational activities	often	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Typing of reports and development of educational resources	often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: