

Environmental Support Coordinator

JOB SPECIFICATION

1 BROAD PURPOSE OF POSITION

The Environmental Support Coordinator (ESC) contributes to the achievement of Adelaide Cemeteries' business outcomes by providing co-ordination, evaluation, administrative, environmental audit, , and related project support. This includes ISO14001 certification and Environmental Management System document related support.

The Environmental Support Coordinator reports directly to the Governance and Environment Manager (GEM) and engages with stakeholders to develop and embed policy and practices that reduce Adelaide Cemeteries' carbon footprint.

2 OUR VALUES

Adelaide Cemeteries fulfils a special role within our communities. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events, death. Our Organisational Values express what Adelaide Cemeteries stands for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries employee "lives and breathes" our Organisational Values.

Our Values are:

- Courageous:** Say what we believe in and be willing to challenge and be challenged.
- Honest:** Be open, transparent and invite constructive feedback.
- Accountable:** Own our actions.
- Respectful:** Feel empathy, be considerate and willing to help.
- Trusting:** Have confidence in the ability of others.

3 KEY OUTCOMES

3.1 Environmental and sustainability awareness

- Deliver specific engagement activities under direction with internal stakeholders to support the Adelaide Cemeteries environmental sustainability policy and its Environmental Management System.
- Deliver training to new staff (induction) and ad-hoc to increase awareness of our environmental sustainability policy and the environmental management system.
- Support staff with objectives to maximise resource recovery and minimise waste and improve overall environmental performance.
- Liaise with waste management contractor/s as required.

3.2 Certification and Compliance

- Co-ordinate the internal audit program to achieve the Authority's Environmental Management System requirements.
- Support internal audit outcomes to see that non-conformances are resolved, and corrective actions are completed.
- Receive notifications of and document environmental aspects, incidents, and hazards.
- Support operational areas to identify, document and achieve compliance obligations including processes to satisfy those obligations.
- Support the administrative requirements of the Environmental Management System.

3.3 Environmental Management Steering Committee (EMSC)

- Lead the administration of the EMSC under direction including preparation of documentation and recording of information.
- Prepare EMSC documentation, reports and recording systems.
- Contribute as a member of the EMSC.

3.4 General

- Provide support to the GEM, Team Leaders, and management to support environmental sustainability.
- Coordinate environmental initiatives including those that relate to visitors to our cemeteries.
- Any other duties as agreed and required.

4 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES

- Develop and maintain cohesive and productive relationships with all stakeholders.
- Work collaboratively across all departments to deliver agreed projects.
- Coordinate, research and draft reports, manuals, procedures as agreed.
- Significantly contribute to the development and implementation of better practice organisational administration systems.
- Administration of organisation plans and supplementary information.

5 WORK HEALTH SAFETY REQUIREMENTS

- Take reasonable care of the health and safety of yourself and others. You must cooperate with Adelaide Cemeteries in all endeavours to comply with Work Health and Safety requirements.
- You should not undertake any task unless you have been adequately trained and are qualified in accordance with Work Cover and other requirements to undertake the task.
- Always ensure that you and your fellow employees utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to each aspect of work to be carried out by all employees and contractors.
- Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public.
- Where necessary, take immediate corrective action where something poses a threat to health and safety including the environment. Document and report any corrective action/s to the appropriate worker to ensure that the situation does not recur.

6 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of the Adelaide Cemeteries' Environmental Management System by complying with environmental policies and obligations to *ISO140001 Environmental management systems* by taking appropriate action in areas such as:

- Supporting Adelaide Cemeteries to fulfil its compliance obligations to protect the environment by preventing or mitigating adverse environmental impacts
- Have an awareness and understanding of the requirements of the Environmental Management System
- Actively participate in environmental awareness training
- Contribute to continual improvement of the Environmental Management System
- Demonstrate commitment to environmental policies and all activities associated with the reduction of Adelaide Cemeteries' greenhouse gas emissions, including but not limited to:
 - Maximising the diversion of waste from landfill from business operations
 - Encouraging the efficient use of water and other resources
 - Consider the lifecycle perspective of an activity, product, or service
 - Protection of Adelaide Cemeteries environmental assets

7 PROCUREMENT

Officers such as administrative staff, team leaders, and senior decision makers with a requirement to procure goods and services, manage contracts and budgets on behalf of Adelaide Cemeteries are required to discharge procurement and contract management duties in accordance with Adelaide Cemeteries' Procurement Framework.

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Employee

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Manager

PERSON SPECIFICATION

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- Ability to build and maintain key relationships including sound communication, negotiation and influencing skills
- Effective organisation and administration, including intermediate IT skills
- Proficient report writing skills
- Demonstrated experience in the application of policies and procedures
- Ability to work independently to achieve results while prioritising competing deadlines
- Proven ability to exercise confidentiality, initiative, and discretion
- Ability to foster positive working relationships with diverse groups and individuals
- Ability to work autonomously while planning and prioritising work appropriately
- Current SA drivers' licence and ability to provide satisfactory and on-going Police Checks

Desirable

- A Degree in environmental management or sustainability **OR** experience in environmental management systems.
- Experience documenting and assessing compliance requirements and working within a regulated environment
- Understanding of the sensitivities of a cemetery environment
- Broad understanding of the functions and services of the Adelaide Cemeteries.