



Position Description

Title:	Environmental Sustainability Specialist
Branch/Department:	Infrastructure
Status:	Full Time or Part Time
Location:	Belgrave with a requirement to travel anywhere along the PBR rail corridor
Reports to:	Way and Works Manager
Direct Reports:	Environmental Team Workers, Seasonal Staff and Volunteers
Hours/Days of Work:	7.5 hours a day - between the hours of 7.30am and 6:00pm Monday to Friday Some occasional weekend work by arrangement & agreement
Requirements:	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical

Job Purpose

The role of Environmental Sustainability Specialist is to lead in the identification, development, implementation and enhancement of programs, initiatives and activities targeted to improve environmental sustainability, the care of the Puffing Billy Railway (PBR) natural environment and minimise the environmental impact of PBR operations.

The PBR corridor is a recognised asset of the Dandenong Ranges and Victorian communities and is core to the overall Visitor Experience of the Railway. This role is instrumental in achieving the PBR commitment to minimise its environmental footprint.

Key Duties & Responsibilities

Manage the PBR Environment Team (employees and volunteers) in a range of relevant activities including:

- Proactive monitoring, management and driving initiatives for the reduction of all wastes and emissions
- Lead in programs for critical fuel reduction as part of fire bushfire prevention along the PBR corridor
- Ensuring the team follow safety protocols such as undertaking of procedures, use of all equipment and tools of trade, chemicals and poisons for weed control - including maintaining the related MSDS register
- Implementation of the PBR Trackside Management Plan
- Assist with care and maintenance of station precinct gardens amongst other tasks.

Sustainability Planning and Monitoring

- Ensure PBR understanding of and compliance with related statutory and regulatory obligations in regards environmental sustainability
- Advise, engage and communicate with staff, volunteers, customers, contractors and other stakeholders to advise on and ensure alignment with PBR environmental policies, processes and initiatives
- Understand & ensure compliance with all local bylaws and legislation regarding planning, operation, fire prevention and risk reduction
- Assist the People and Culture Team with the PBR Corporate Volunteer Program
- Identifying sustainability related grant and funding opportunities and prepare / manage submissions
- Implement, manage and report on sustainability metrics and provide recommendations for best practice



- Involved in grants, carbon offset and pollution control initiatives

General Responsibilities

- Streamline record keeping and data management systems through better use of technology
- Provide support, direction, guidance, and work with direct reports on learning and development plans
- Assist with on-the-job training and development of staff and volunteers.
- Oversee and ensure that only registered volunteers are rostered and participating in activities at PBR
- Ensure activities follow Conservation Management and Cultural Heritage Management Plans
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Maintain behaviours in line with company values & demonstrate leadership in behaviour to your team
- Actively participate in continuous improvement, learning, development, and performance management programs
- Adhere to all company values, principles, policies and procedures
- Undertake other tasks and duties as requested within training, skills and physical capability

Key Competencies

- High level verbal and written communication
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Report writing skills and record keeping
- Enthusiasm and passion for the work and in sharing interest with others
- Strong organisational skills, with ability to prioritise and follow-through
- High standard computer skills including Microsoft suite

Qualifications & Experience Required

- Demonstrated experience in environmental sustainability work
- Current and valid Full Drivers Licence
- First Aid Certificate level 2 or higher desired
- Qualifications in Environmental Management & Sustainability or other relevant qualifications
- Knowledge of indigenous, protected and invasive weed plant species higher desired
- Previous experience in similar field
- An understanding of Puffing Billy's history and current business desirable.

Key Relationships

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

Health & Safety

Managers and supervisors have responsibilities on behalf of the organisation but must also comply with their requirements as employees. It is their responsibility to:

- Ensure adherence to OHS policies and procedures.
- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure that employees are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.



- Encourage early reporting of incidents and forward information to RTW Coordinators immediately
- Assist with initiating an early return to work on suitable duties after a workplace injury
- Access sources of OHS information and systematically disseminate information to all employees.
- Ensure that employees including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of OHS issues.
- Act as a role model by demonstrating safe work behaviours.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others • Swinging hip motion (ie brushcutting)

Additional Notes

- Some weekends and public holiday work may be required on rostered basis
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name: _____
 Employee Signature: _____

Date: _____

Approved By:	Peter Abbott	Date:	August 2022
Last Updated By:	Bret Butler	Date:	August 2022



Puffing Billy Railway’s staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!