



Positive environmental actions, for everyone.

JOB DESCRIPTION

ROLE:	Environmental Consultant
MANAGER:	Head of Circular Economy Programs
DIRECT REPORTS:	None
LOCATION:	Sydney CBD
HOURS:	Full Time, 38 hours per week
SALARY:	\$72,500 plus super and other benefits
DATE:	March 2021

To be eligible for this position, applicants must address each of the selection criteria with examples and submit to hr@planetark.org.

ABOUT PLANET ARK

Planet Ark is Australia's leading environmental behaviour change organisation with over 25 years in communicating the many positive actions people can take to make a real difference to the environment. Planet Ark is one of the founding developers of the Australasian Recycling Label, and we are looking for an environmental consultant to support the increased success of the program.

FUNCTION AND PURPOSE

The primary objectives of the Environmental Consultant role are:

- Develop, organise, and coordinate the promotion and adoption of the Australasian Recycling Label (ARL) campaign.
- Develop and implement information, promotional and educational resources for the ARL to be used by councils and businesses across Australia.
- Continue the implementation of the ARL consumer education campaign in Australia.
- Strategise and collaborate with the Australian Packaging Covenant Organization

PROGRAM DESCRIPTION

The Australasian Recycling Label (ARL) is an evidence-based packaging label designed to allow consumers to make better recycling decisions. Already appearing on more than 5,000 products to date, the label is entering an exciting new phase and will soon be on many more products nationwide and in New Zealand.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop, organise, direct, control and coordinate the development and implementation of the Australasian Recycling Label (ARL) campaign, with the aim to standardize what is recyclable and what is not across most councils in Australia.
2. Develop and implement information, promotional and educational resources for the ARL to be used by councils and businesses across Australia, with the purpose of helping reduce contamination in the recycling waste stream.
3. Continue the implementation of the ARL consumer education campaign in Australia with the aim to minimize contamination in the recycling stream and increase resource recovery rates.
4. Strategise and collaborate with the Australian Packaging Covenant Organization to:
 - Drive industry uptake of the ARL, and via making part of brand owner policies.
 - Provide industry training on the ARL and the PREP.
 - Provide workshops to the waste and recycling industry through conferences, webinars and face to face meetings to advise on the design, and modification of messaging that support recycling behaviour change.
5. Liaise with different levels of government to help promote the ARL and Business Recycling across the country:
6. Federal Government: Work closely with Partners and Planet Ark CEO on activities that can

support their decision-making process in terms of packaging recyclability legislation.

7. State Government: Work closely with state agencies, particularly the NSW EPA to incentivize SMEs to join the Bin Trim program and provide assistance to organize a Bin Trim Assessment with the purpose to reduce resources going to landfill and keep them in circulation.
8. Local Government: Develop workshops and deliver them to local councils to improve their knowledge on packaging recyclability based on Australia’s recycling infrastructure and recycling processes.
9. Advise businesses on their packaging recyclability and provide corrective actions if their packaging does not meet the recyclability thresholds for Australia.
10. Develop tailored workplace programs that assess their waste generation and provide workshops, staff training and action plans on how to implement processes to reduce, reuse and recycle their waste.
11. Work with the CEO, Deputy CEO, Communications Manager, Head of Circular Economy and other relevant staff and partners to respond to complaints, comments or actions from individuals or groups in a positive, polite manner to help minimise any damage to the ARL, Planet Ark’s and our stakeholders’ reputations.
12. Work with the Finance Manager and the Deputy CEO to develop budgets for the ARL education campaign and monitor expenditure accordingly.
13. Supervise the work of any contractors, volunteers and interns working on the ARL, and work to devolve tasks to other staff where necessary.
14. Ensure personal adherence to Planet Ark’s organisational policies and procedures.
15. Contribute to other organisational activities beyond the scope of the ARL Manager role as agreed, and other duties as reasonably directed by the Deputy CEO.

WORKING RELATIONSHIPS

INTERNAL	EXTERNAL
CEO	APCO and PREP Design
Circular Economy Team	Relevant Brand owners and retailers
Recycling Programs Manager	Media

Communications team	Government, particularly local councils
Finance Manager	Recycling Industry
Operations and IT team	Community and environment groups
	Service providers eg designers

ESSENTIAL SELECTION CRITERIA

Applicants must address each point with examples in their application.

1. Minimum bachelor's degree in a related field, environmental sciences, marketing or communications.
2. At least 3 years' experience working in a full-time position performing the duties and responsibilities necessary for the role.
3. Excellent verbal and written communication skills.
4. Strong knowledge of Australia's recycling infrastructure and characteristics and thresholds that make packaging recyclable through residential collections and alternative drop off points for soft plastics.
5. Ability to understand material's flow analysis for both packaging and general waste generation in Australia.
6. Guide the design of environmental programs that increases recycling rates.
7. Experience on developing programs that support Australia's 2025 National Packaging Targets.
8. Experience on managing online programs with a wide range of data to inform businesses on waste management options available to them.
9. Professional experience and demonstrated success in designing and implementing successful education/behaviour change programs for the community and/or business sectors.
10. Demonstrated ability to develop positive and enduring relationships with stakeholders including partners and sponsors.
11. Strong interpersonal skills and a demonstrated capacity for relationship management and diplomacy and negotiation.
12. Strong time management skills with proven ability to manage several projects at once, to

prioritise work and to work under pressure to meet tight timeframes.

13. Computer literate with demonstrated ability in generic computer packages and familiarity with databases and social networking platforms.

14. A demonstrated personal alignment with Planet Ark's mission and values.

DESIRABLE CRITERIA

1. Post-graduate qualifications in environmental management highly preferred

2. Experience in a not for profit or Non-Government Organisation highly regarded.