



POSITION DESCRIPTION

STUDENT PROJECT OFFICER – ENVIRONMENT SCIENCE

POSITION DETAILS

Date of Position Description	January 2026
Position Title	Student Project Officer – Environment Science
Position Grade	5
Directorate Business Unit	City Services & Projects Environment & Sustainability
Reports to	Natural Areas Manager
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	316 Victoria Road, Rydalmer (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

The Student Project Officer is a temporary part-time role aimed at University, TAFE (or equivalent) students who are nearing their final year/s of study and are enrolled in a relevant full or part-time course such as science, environmental science, natural resource management, or a related field of study.

The Student Project Officer leads and participates in project teams that contribute to complex, diverse and, at times, sensitive information as well as providing a professional, timely and customer focused service.

This position would suit an enthusiastic and capable person considering a career in government who is looking for experience in a range of strategic projects and is interested in how Cities and Councils work.

KEY RESPONSIBILITIES

Role Specific

- Provide project management, administration and business support.
- Deliver key projects and programs to support the Natural Areas and Environmental Sustainability Teams.
- Provide additional business and administrative support services to the Natural Areas Manager.
- Undertake research and trend analysis including data collation, interpretation and presentation of recommendations for action.
- Produce timely, accurate and professionally presented information using high level computer skills in word-processing, spreadsheets and a range of Microsoft products.
- Utilise appropriate technology for project, financial and database management.
- Liaise with internal staff, contractors and the general public, maintain and develop business relationships with internal and external customers and provide a friendly and professional quality customers service to those who come in contact with environment and sustainability teams within the Environment and Sustainability Unit.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- A current tertiary student (preferably final year) of University, TAFE or equivalent study in science, environmental sustainability, natural resources or similar field.
- Current NSW Class C drivers Licence

Experience

- Proven ability to work with initiative and versatility on a wide range of matters, including solving a range of different problems of some complexity
- Demonstrated ability to lead and manage small projects (examples could be from course work, personal or work environment).

Skills

- High level computer skills (MS Office), particularly with presentations and report writing.
- Highly developed planning, organising and time management skills including the ability to meet tight deadlines and balance competing priorities.
- Demonstrated highly developed communication, teamwork and interpersonal skills