

# THE ROLE OF THE ENVIRONMENTAL OFFICER



**Honoraria** \$793.19 per month

## **Purpose**

You are the Guild's lead student representative on sustainability and environmental matters. Working with the Vice President Social Responsibility (VPSR), you coordinate Environmental Department Representatives, support the Environmental Department to run effectively, and turn student feedback into practical programs, advocacy and improvements across ECU's campuses. You help environmental clubs to affiliate, develop and deliver value. You operate within the Constitution, Standing Orders and the Environmental Department Policy, and you are accountable to the Senate.

## **What the key duties involve day to day**

### Coordinate Environmental Department Representatives

- Be the first point of contact for Department Reps: circulate agendas, papers and dates; support attendance and preparation for Department meetings.
- Track attendance and engagement; prompt debriefs after events in collaboration with the Events & Marketing Team to capture issues, outcomes and follow-ups for the VPSR and Senate reports.
- Assist the VPSR to organise and run the Environmental Department
- Help plan the annual Department calendar; schedule meetings in collaboration with the General Secretary; draft agendas aligned to the Annual Department Plan.
- Contribute to the Annual Department Plan and Budget; provide updates on delivery, risks and wins to the VPSR for Secretariat/Senate reporting.

### Develop Environmental activities, campaigns and student engagement

- Co-design and deliver a balanced, inclusive program: O-Week activations, Clubs Carnival, on-campus mixers, low-cost daytime events, collaboration events with other Departments, and flagship events.
- Plan and run campaigns or pop-ups on community-building and student life ensuring WHS, risk and accessibility are addressed.

### Support Environmental Department clubs

- Guide clubs through affiliation in line with the Affiliation Policy.
- Support clubs to develop and grow.

### Evidence, student voice and feedback loops

- Gather feedback via post-event surveys, quick polls, stall chats and club check-ins; map themes by campus, cohort and event type (cost, timing, accessibility, safety, inclusivity, vendor quality).
- Use evidence to refine the annual program and inform submissions or proposals led by the VPSR (e.g., facilities usage, activation needs).
- Close the loop by sharing outcomes and improvements through Department channels and Guild communications.
- Contribute to quarterly and annual reporting.

### Recruitment, continuation and compliance for Department Representatives

- Support the VPSR with recruitment and selection per the Environmental Department Policy.

## **What a typical week can look like (varies by period)**

- Prep and run one Environmental Department meeting or rep roundtable; produce minutes/action lists.
- Coordinate with 1–2 reps on a specific project (e.g., waste audit, bike-to-campus day); collect debriefs and escalate actions.
- Draft or review an environmental club affiliation/funding request; coordinate with events/finance teams on logistics or acquittals.
- Progress an initiative (e.g., low-waste event guide): align comms, book space, complete risk/WHS checklist, liaise with Facilities/Sustainability.
- Update the VPSR for Secretariat/Senate reporting.
- Student engagement: answer rep/club queries; run a short pulse survey on a current issue.

## **Time commitment and expectations**

- Peak periods: O-Week and starts of semesters, major campaign windows (e.g., National Sustainability Week), Clubs Fest, policy consultations, end-of-year transitions and rep recruitment.
- Steady part-time workload; some evenings/weekends for meetings or events (e.g., clean-ups, plantings). Plan around your assessments and communicate availability early.

## **What success looks like**

- A fully staffed, well-supported network of Environmental Representatives with strong attendance at Department meetings and relevant University forums, producing useful debriefs that feed Guild advocacy.
- A clear annual program of environmental activities with solid attendance, positive feedback and safe, compliant delivery (measurable outcomes such as waste diverted, bikes parked, trees planted, or workshops delivered).
- Timely club affiliations, fair funding decisions and smooth event logistics and acquittals; visible collaboration between clubs and Departments.
- Evidence-based improvements recorded (e.g., better recycling infrastructure and signage, reduced single-use items at events, improved active transport amenities, biodiversity enhancements, sustainability embedded in orientation).
- Organised records, action logs and on-time contributions to Senate/Secretariat reports.

## **Support and training you'll receive**

- Operational team support across events, finance, marketing & communications, compliance and administration to handle day-to-day delivery.
- Governance, WHS, finance and risk training; templates for agendas, minutes, budgets, grant criteria, event run-sheets, and risk assessments.
- Published Department Policy and the Affiliation Policy to guide decisions and establish event planning procedures and practices.

## **Boundaries and good practice**

- Work within the Constitution, Standing Orders and Department Policies; respect financial delegations and approval thresholds.
- Ensure appointments and processes for student reps and clubs follow the relevant policies; document decisions and keep records organised.
- Declare conflicts (e.g., involvement with a club you fund) and recuse as needed; maintain confidentiality for committee papers and student information.
- Provide written reports to the Vice President and to each scheduled Senate meeting; implement Senate directions and keep action logs up to date.