

Tropical Green Building Network (TGBN)

POSITION DESCRIPTION TGBN Project Officer

Background on the Tropical Green Building Network

The Tropical Green Building Network is a network which aims to achieve sustainability in tropical built environments and consists of more than 200 members ranging from individuals, local businesses, Government bodies, and community groups. The Network identifies, develops and actions projects that will have a measurable impact on the uptake of sustainable building practices, and engages with the broader community on practical issues of concern with an underlying interest in informing and encouraging the uptake of green design, building, materials and services.

Reporting and Accountability

This position is auspiced through the Cairns and Far North Environment Centre (CAFNEC). The TGBN Project Officer reports to and takes direction from the Tropical Green Building Network Steering Committee in consultation with the CAFNEC Coordinator.

Primary Responsibilities

The primary responsibilities of the TGBN Project Officer are the following.

- Provide administrative support to the Network including organising Forums and meetings and recording minutes of meetings (approx. 4 hrs/week).
- Seek funding opportunities and coordinate grant submissions to build the capacity of TGBN to continue to identify, develop and action projects that will have a measurable impact on the uptake of sustainable building practices in Far North Queensland.
- Maintain a regular contact database of Network members and supporters.
- Support the project working groups.
- Send regular email updates to the Network on relevant upcoming activities and events of the Network and like-minded groups (approx. 2 hrs/week).
- Maintain the website forum by uploading relevant information.
- Act as a representative of the Network to government, industry, community groups, the media and the general public when required.
- Prepare grant reports and acquittals.

Conditions of Employment

Term of Employment: 1st July 2012 to 31 Dec 2012

Hours of Work: 8 hours per week

Rate of Pay: \$21.70 per hour (Modern Award MA000100 Level 4.1) + Superannuation Guarantee, annual leave & loading.

The nature of the Environment Centre often requires staff to be flexible in their work hours. A time-in-lieu arrangement exists to compensate for this.

CAFNEC will provide the following support as part of the auspicings agreement.

- Office space and computer facilities,
- Project oversight by Centre Coordinator,
- Financial management of project funds,
- Workcover and public liability insurance, and
- Reasonable use of the office phone, fax and printer/copier facilities.

To apply

Please send your CV and a brief (1 page) outline of why you would like to work in this position to Sarah Hoyal at coord@cafneec.org.au or deliver to 27 Greenslopes St Manunda (upstairs, Cominos House) by Wednesday 13th June.