

POSITION SUMMARY

SENIOR ENVIRONMENTAL OFFICER (630)

| | |
|--------------------------------|---|
| Directorate | Environmental, Planning & Building Services |
| Section | Environment |
| Classification | Band 3, Level 3, Grade 9 |
| Position Status | Permanent Full time |
| Commencing Salary Range | \$1,688.30 to \$1,773.77 per week + Leaseback vehicle |
| Reports to | Manager Environment |
| Direct Reports | Environmental Officers |
| Work Location | Civic Centre |

Position Purpose

To lead the environmental restoration, education and regulation on behalf of Council and the community

Key Responsibilities

- Develop, implement and monitor environmental strategies, policies and programs relating to natural resource management, including:
 - implement recommendations of Council's strategic NRM plans (UWMP, BMP, PBMP and RVMP) as resourcing and funding allows
 - prepare conception and detailed contract specifications and documentation for identified NRM projects
 - supervise contractors/consultants to deliver projects as set, within set timeframes and budgets
- Oversee the implementation of Council's regulatory functions in environmental and contaminated land matters including:
 - operational oversight of regulatory matters under the Protection of the Environment Operations Act 1997
 - make recommendations for the application of regulatory tools
 - specialist advice in contaminated land matters
- Undertake environmental assessments of development applications for complex projects:

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

| |
|--|
| <ul style="list-style-type: none"> ○ provide specialist advice to internal stakeholders for Council infrastructure projects ○ prepare detailed assessments for assigned applications ○ maintain an up-to-date knowledge of legislation and best practice affecting natural systems and processes ○ identify and manage opportunities for Biodiversity stewardship sites on Council land <ul style="list-style-type: none"> ● Collate, analyse and report on environmental data for the local government area ● Mentor and supervise the Environmental team, including: <ul style="list-style-type: none"> ○ monitor work output and assign tasks to ensure timely completion of tasks ○ provide timely performance feedback to all members of the team ○ ensure consistent standards of customer service are maintained ○ motivate the team and lead by example |
| Selection Criteria |
| <ul style="list-style-type: none"> ● Bachelor Degree in Environmental Science or Natural Resource Management ● A minimum of five year's experience in environmental regulation or a related field ● Demonstrated capacity to prepare warning letters, notices, orders and Penalty Infringement Notices under various Acts ● Demonstrated experience in environmental assessments of development applications, review of Environmental Impact Statements and Review of Environmental Factors. ● Ability and experience in the mentoring and supervision of staff ● Advanced written and verbal communication and customer service skills ● Advanced negotiation and conflict resolution skills ● Advanced project management skills and the ability to manage competing projects and priorities ● Organised and committed to continuously improving systems, procedures and policies ● Solid working knowledge of the Protection of the Environment Operations Act 1997, Biodiversity Conservation Act 2016 and associated regulations ● Demonstrated experience in providing timely and technically sound advice to staff, business and the community in biodiversity and environmental compliance matters ● Intermediate user of MS Word, Excel and online HR systems. ● Class C NSW Drivers Licence |
| Desirable <ul style="list-style-type: none"> ● Extensive experience in Local Government ● Experience in the investigation of breaches of legislation including the collection of evidence and preparation of briefs of evidence ● Ability to gain accreditation as a Biodiversity Assessment Officer within 24 months of commencement |
| Expected Organisational Standards |
| <ul style="list-style-type: none"> ● Follow defined WHS procedures ● Provide service to customers ● Work effectively in the local government context ● Work with others in local government |

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week
- Hours of work are 8:30am to 4:45pm Monday to Friday
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 10.5% paid by Council
- Medical including audio and drug & alcohol testing required as part of the selection process.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.