

# POSITION SUMMARY

## ENVIRONMENTAL OFFICER (494)

<b>Directorate</b>	Environmental, Planning & Building Services
<b>Section</b>	Environment
<b>Classification</b>	Band 3, Level 2, Grade 8
<b>Position Status</b>	Part time (job share), temporary role up to 30 June 2019
<b>Commencing Salary Range</b>	\$577.01 to \$606.22
<b>Reports to</b>	Manager Environment
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Ground Floor, Civic Centre

### Position Purpose

To preserve, protect and improve the natural environment and through compliance with the relevant legislation and the delivery of environmental and education programs.

### Key Responsibilities

- Undertake environmental monitoring and respond to pollution incidents
- Implement enforcement action for matters where Council is the regulatory authority
- Implement environmental projects including sustainability education and restoration works
- Provide specialist advice and reports relating to environmental and natural resource matters associated with development applications or other applications

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.



## Selection Criteria

### Essential

- Bachelor Degree in Environmental Science and at least three year's experience in environmental management
- Highly developed customer service and interpersonal skills
- Demonstrated knowledge of, and ability to interpret relevant legislation including the Protection of the Environment Operations Act 1997, Contaminated Land Management Act 1997, Local Government Act 1993 and all related regulations
- Demonstrated experience in management of pollution incidents
- Demonstrated experience in the development and implementation of environmental education programs
- Demonstrated experience in the preparation of grant applications
- Demonstrated ability to work with minimal supervision using judgement and initiative
- Ability to provide specialist technical advice on development applications in relation to environmental and natural resource management issues
- Highly developed computer skills with experience in Microsoft applications. GIS programs and industry specific registers/databases
- Experience in preparation of correspondence, Notices, Orders and Penalty Infringement Notices
- Current Class C Drivers Licence

### Desirable

- Previous experience in local government
- Demonstrated experience in conducting investigations into alleged breaches of legislation
- Completion of Authorised Officer training under the Protection of the Environment Operations Act 1997

## Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- 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

- 14 hour week in a job share arrangement
- Hours of work are 9:00am to 4:45pm Thursday to Friday
- Probationary period of 4 months
- Four weeks annual leave (pro rata)
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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