

Position Description

Position Summary

Position Title:	Environmental Scientist
Position Status:	Permanent
Reports to:	Manager
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Grade 13

Position Objective

- To assist in the preparation, maintenance and implementation of strategic plans, vegetation mapping and biodiversity policy and planning provisions.
- To assist the planning team in undertaking and reporting on environmental assessments of development applications and planning proposals (particularly in relation to biodiversity).
- To assist in undertaking review and assessment of compliance and enforcement matters to ensure legislative and Council requirements are met.
- To provide a high level of customer service to Council's internal and external clients on environmental science related matters.

Organisational Relationships

Within Division:	Director Planning and Environmental Health Manager Strategic Planning Manager Development Services Strategic Planning staff Development Services staff Environmental Scientist – Flora and Fauna Planning and Environmental Health staff
Within Council:	General Manager All Council employees
External to Council:	Members of the public Community organisations Commercial, industrial and developer representatives Local businesses Local Government, State and Federal agencies

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management, staff and the public with respect to position related matters.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Environmental Planning and Policy Functions

- Develop, maintain and implement strategic plans, vegetation mapping and biodiversity policy and planning.
- Undertake environmental assessment of development applications and planning proposals and prepare associated reporting (primarily in relation to biodiversity related matters).
- Assist in undertaking review and assessment of compliance and enforcement matters to ensure legislative and Council requirements are met.
- Conduct environmental surveys.
- Engage with various sections of Council to provide information and education.
- Provide information and advice in relation to management plans, development activity on public land and management of public land.
- Maintain a wide and practical understanding of relevant codes, acts and legislation and distribute information to other staff.
- Carry out any other duties as required and within your skills, competencies and training.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Assist in the development, establishment and implementation of environmental protection and enhancement policies and strategies.
- Prepare material for use by the public that clearly and succinctly explains Council policies.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

Continual Improvement

- Identify and contribute to process, systems and procedures improvements that deliver quality services and projects.

Teamwork

- Participate as a positive team member and contribute to the achievement of organisation goals and objectives.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, information management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Tertiary qualification at degree level in environmental science or equivalent.
- Proven experience in the provision of professional advice in relation to development proposals, planning proposals and environmental policy.
- Demonstrated sound understanding of the relationship between development and environmental protection as it pertains to a Local Government environment.
- Demonstrated effective communication skills, both oral and written.
- Proven ability to work independently and with a high level of collaboration across the team and with key stakeholders.
- Proven experience and competence in the use of the Microsoft Office suite and other corporate software.
- Class C driver licence.
- Knowledge and understanding of the principles and practices of risk and environmental management, equal employment opportunity and work health and safety and an ability to apply them to work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Understanding of relevant legislation including Commonwealth Environment Protection and Biodiversity Conservation Act, National Parks and Wildlife Act, Environmental Planning and Assessment Act and Biodiversity Conservation Act 2016.
- Accreditation to apply the Biodiversity Assessment Method under Biodiversity Conservation Act 2016.



Information Package

Environmental Scientist

(full time or part time opportunity)

APPLICATIONS CLOSE: Friday 26 August 2022

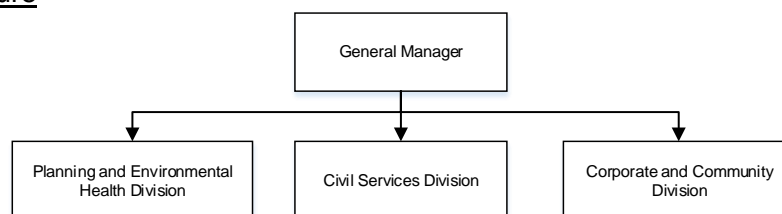
Position Overview

Reporting to the Manager Strategic Planning / Development Services, you will be responsible for supporting the section to deliver quality environmental assessment and reporting in relation to planning proposals and development applications to ensure compliance for Council and the community. In this role you will have the opportunity to be mentored by professionals in a fast-paced challenging working environment.

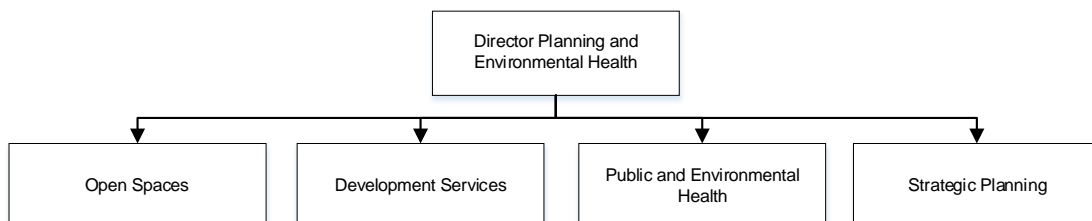
The position is designed to provide support across both the Strategic Planning and Development Services sections. We would therefore consider appointing either one full time role to provide this cross sectional support, or two part time (2-3 days per week) roles to each provide section specific support.

Structure

Corporate Structure



Division Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with those of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Environmental Scientist, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-employment medical self assessment – the completion of Council's pre-employment medical self assessment form to assess overall health and well-being to determine suitability to the duties of the position.
- Qualification verification.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Environmental Scientist is assessed at Grade 13 under Council's salary structure, and provides a full time annual salary range of \$75,600 to \$86,800 (\$41.42 to \$47.53 per hour) (plus superannuation), dependent upon experience, skills and qualifications.

In addition, employees have access to a range of other benefits including 19 day month work arrangement, educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Environmental Scientist are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, a resume with the following details needs to be provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on-line via the following link:

[Careers | Ballina Shire Council \(nsw.gov.au\)](https://careers.ballina.nsw.gov.au)

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Environmental Scientist is as follows:

Closing date: Friday 26 August 2022

Interview date: Week commencing 12 September 2022

Candidates notified of outcome: Week commencing 19 September 2022

For further information on this recruitment process, please contact Council's People and Culture section on 02 6686 1443.