

Role Description

Environmental Management Coordinator



Title	Environmental Management Coordinator
Classification/Grade/Band	Band 3 Level 2
Group/Unit/Section	Environment and Planning / Environmental Compliance Services / Environmental Reporting and Emergency Management
Reports to	Section Manager Environmental Reporting and Emergency Management

Vision

A vibrant organisation doing great things

Purpose

To provide valuable services that strengthen and support the Central Coast Community

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Safe and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Environmental Management Coordinator is responsible for providing general environmental advice to ensure compliance with environmental legislation.

The position of Environmental Management Coordinator is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Provide advice and make recommendations with regards to reporting environmental incidents;



- Provide advice and make recommendations during investigations into reported environmental incidents;
- Assist in the review of the Environmental Management System in line with regulator requirements;
- Assist in ongoing inspections and audit programs;
- Assist in the review and development of applicable policies and procedures relating to the electronic management system;
- Assist in the completion of Environmental Assessments under Part 5 of the Environmental Planning and Assessment Act 1979;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Environmental Management Coordinator is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Environmental Management Coordinator influences the external environment by ensuring services are consistent with Council standards;
- The Environmental Management Coordinator is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer;
- Has little or no responsibility for budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.



Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;



- Support system improvement initiatives and embrace new technologies;

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Degree qualification in Environmental Studies or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current General Construction Induction Card;
- Current Class C driver's licence.

Desirable

- Qualified Auditor in accordance with AS/NZS ISO 190011 or willingness to obtain.

EXPERIENCE

- Demonstrated experience in working within and/or developing an environmental management system certified to ISO 14001:2004;
- Demonstrated experience in environmental investigation and reporting;
- Demonstrated experience in Environmental Impact Assessments and the development of Environmental Management Plans;



- Demonstrated detailed knowledge of and experience in current NSW environmental legislation.
- Demonstrated experience in conducting site inspections for identification, assessment and advice on the control of hazards or potential risks.
- Demonstrated practical experience in providing professional environmental advice to all levels of staff.

Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

