

Position Description

Position Title:	Environmental Protection Officer
Directorate:	Governance
Service Unit:	Regulatory, Planning & Assessment
Salary Point:	SP12
Position Reports To:	Environmental Health Coordinator
Staff Management:	Nil
Budget Responsibility:	Nil
Date PD Reviewed:	October 2019

Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses five groups who lead the vision to be a Smart Sustainable City through a Smart Organisation that puts people first. These include:

- Governance
- Strategy and Engagement
- City Wide Services
- Infrastructure and Property
- People & Culture

The purpose of the Governance Directorate is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:

- Legal compliance, good governance and ethical decision making
- The Directorate is primarily internal facing to effect regulatory and compliance advice across and on behalf of CN through internal services to all service units.
- The Directorate will also have direct community contact through the Regulatory, Planning & Assessment functions and customer/Councillor requests for information and advice.
- The direct customer is CN through good governance across the organisation however, service provision must also be maintained to relevant external agencies.
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives.

The Service Units and Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment
- Transport, Traffic and Compliance

The purpose of the Regulatory, Planning & Assessment Service Unit is to ensure compliance to legislative requirements and provide advice to inform evidence-based decision making throughout and across CN.

Workplace Health & Safety	
WHS RAA Level	Level 6
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.	

Purpose

The 2030 Community Strategic Plan identified public safety and protection of the environment as key components in building the city's future. This strategic direction is reinforced in CN's Compliance and Enforcement Policy (2019) which establishes a framework to guide the efficient and effective use of CN resources to achieve the best, environmental, health and safety outcomes for the community.

The Environmental Protection Officer position is within the Regulatory Services service element which is part of the Regulatory, Planning and Assessment Service Unit. The Environmental Health team sits within Regulatory Services and is responsible for a range of Environmental Health assessments, approvals and inspection programs. These include reactive and proactive inspection programs covering food premises, skin penetration premises, public swimming pools, water cooling systems, on-site sewage systems, sediment and erosion inspections and the business pollution prevention program. This position would be responsible for undertaking a range of these proactive and reactive inspections and investigations associated with these programs and environmental health related customer service requests received.

Position Responsibilities

Within the area of responsibility, this role is required to:

- Undertake proactive environmental inspections to identify and mitigate actual or potential environmental impacts or risks and where necessary issue penalty notices or submit recommendations for enforcement action.
- Assist in the delivery of good customer service by providing effective and efficient environmental health inspections and investigations.
- Assess development (and other) applications and provide recommendations and advice in a timely and professional manner consistent with appropriate legislation, guidelines and CN's policies and procedures.
- Promote the image of CN as a competent, efficient and courteous service provider, delivering high quality outcomes with a strong customer service focus consistent with CN's values and policies.
- Provide consistent and accurate environmental advice to internal and external customers in respect of statutory requirements, environmental standards and CN policies.
- Maintain effective working relationships with CN staff, customers, professional bodies and other statutory authorities, to ensure targets are being met.
- Contribute to the development and review of policies and procedures, statutory, instruments, development control plans or procedure manuals.

- Establish and maintain a high level of personal professional development consistent with industry best practice and efficient service delivery.
- Contribute positively to a cooperative and supportive multi-disciplinary team environment and the maintenance of overall team performance objectives.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

- Tertiary level qualifications or substantial progress towards qualifications in Environmental Science or a related qualification, and/or demonstrated capability through past employment experience.
- Experience and demonstrated competence in environmental compliance and a detailed understanding of the principles and practices of environmental management and relevant environment legislation and guidelines.
- Sound analytical and problem-solving skills with ability to competently address technical issues.
- Ability to work in a multi-disciplinary team environment with a customer service focus.
- Sound written and oral communication skills, including reasonable competence in the preparation of reports.
- Ability in the application of conflict resolution and negotiation skills.
- Ability to manage work priorities efficiently and to work independently with a minimum of supervision.
- Current C Class drivers' licence.

Desirable

- Proven experience in dealing with and resolving complex environmental issues / complaints.
- Experience and competence in the collection and preparation of evidence in relevant legal proceedings.
- Ability to participate in organisational change strategies, service delivery and policy reform.