

Position Description

Position title:	Environment Protection Officer
Directorate:	Governance
Service Unit:	Regulatory Planning and Assessment
Reports to:	Environmental Health Coordinator
Direct reports:	Nil
Salary point:	SP12
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle West
Date revised:	February 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Regulatory, Planning and Assessment (RPA)?

The RPA Service Unit is responsible for leading strategic land use planning, development assessment, regulatory and compliance functions and processes to facilitate, enable and regulate development and related activities across the Newcastle Local Government Area.

The RPA Service Unit ensures compliance with legislative requirements, provides advice and undertakes assessment to inform evidence-based decision making throughout and across City of Newcastle (CN). The Service Unit has significant direct community and stakeholder engagement through its land use planning, development assessment and regulatory functions.

What's the focus of this position?

This position assists with a range of environmental health assessments, approvals and inspection programs. These include reactive and proactive inspection programs (including but not limited to water cooling systems, on-site sewage systems, sediment and erosion inspections and the business pollution prevention program). This position also assists in responding to and resolving environmental health requests and investigations.

What you'll be doing:

- Review, assess and comment on the environmental health impacts of development applications and other applications and provide advice on appropriate development considerations, controls and conditions in a timely and professional manner which satisfies statutory requirements and achieves outcomes consistent with CN's policies and procedures and principles of ecologically sustainable development.
- Respond to environmental health requests and public health incidents to deliver high quality outcomes with a strong customer service focus.
- Contribute to the success of projects and programs, including planning for and carrying out of public health and environmental programs to achieve overall team performance objectives.
- Undertake environmental health compliance investigations including the collection of evidence and preparation of legal documentation for court proceedings.
- Provide consistent and accurate environmental advice to internal and external customers in respect of statutory requirements, environmental standards and policies.
- Contribute to the process of research, review and development of procedures, guidelines development control plans, policies and statutory instruments that relate to environmental matters.
- Maintain an appropriate level of personal professional development in keeping with industry best practice, legislative changes and efficient service delivery.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Bachelor degree qualifications or substantial progress towards qualifications in Environmental Health, Environmental Science or a related qualification, and/or demonstrated capability through past employment experience.
- Experience and demonstrated competence in environmental health assessment and an understanding of the principles and practices of environmental management and relevant 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.
- Demonstrated 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 drivers licence.

Other valuable skills you may have:

- 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.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	