

Position Description

Senior Environmental Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: April 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 14 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment, Planning & Community
Section:	Environment, Development & Strategic Planning
Team:	Building & Environmental Services
Work base:	Grafton, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Building & Environmental Services Coordinator
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Supervision of the Environmental team
Internal contacts:	All Council Sections
External contacts:	General public, government agencies, consultants, developers.

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Physically capable of carrying out site inspections, walking on uneven ground and up and down slopes

Frequent driving

Purpose of the position

To assist the Building and Environmental Services Coordinator in providing effective and efficient health and environmental services delivery.

To provide timely, accurate and succinct information on environmental health and environmental services issues.

To assist in formulation of policy and strategic goals for the Building & Environmental Services Team.

To take a proactive role in identifying key sustainability, environmental and public health issues for the community and Council.

Major duties and responsibilities

Supervise and provide advanced technical support to staff undertaking the day to day activities in the program areas of on-site wastewater management, public health, environmental pollution and environmental auditing and monitoring, within the budgetary framework set by Council and consistent with the objectives of Council's Management Plan.

Ensure that Development Applications (DA's) are assessed and determined in accordance with the Local Government Act, Protection of the Environment Operations Act, Food Act and Environmental Planning & Assessment Act, relevant to legislation and Council policies etc.

Assist to process DA referrals for environmental impact assessment within time frames set by service level agreements.

Undertake environmental and public health inspections relating to a range of program areas to ensure compliance with legislation, guidelines and Council policy.

Oversee the delivery of Council's Food Safety program.

Investigate and respond to water, noise and air pollution incidents.

Coordinate water and soil sampling and environmental monitoring and auditing programs.

Ensure that all practical and reasonable steps are taken to identify and remediate contaminated sites in accordance with Council policy, regulations and guidelines.

Ensure that acceptable standards of environmental, public and community health are met and maintained.

Provide for the sourcing of funding (grants, etc.) for the delivery and implementation of Environmental Services projects and outcomes consistent with the Council policy.

Assist with preparation of Council's State of the Environment Report.

Coordinate contaminated land assessment and management and ensure currency of the contaminated land register

Major duties and responsibilities

Provide professional reports and advice to Council and management.

Represent Council in Court as required.

Provide accurate and timely written and oral advice.

Ensure personal knowledge and training in relevant legislation, practices and issues are maintained.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications or equivalent in Environmental Management, Science, Health or similar; or equivalent relevant industry knowledge

Extensive detailed knowledge of environmental health or sustainability issues

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated extensive experience in environmental health or sustainable service program delivery, or a related discipline

Demonstrated staff supervisory skills and experience

Position related skills

General computer literacy including basic proficiency in Microsoft Word and email and internet programs

Demonstrated well developed written and verbal communications skills

Demonstrated well developed negotiation skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Postgraduate qualifications in Environmental Science, Health or Management or equivalent

Well developed knowledge and demonstrated experience with the Protection of the Environment Operations Act 1997 and the Local Government Act

Sound knowledge of the Public Health Act 1991, Food Act 2004 and the NSW Plumbing Code of Practice

Desirable selection criteria**Licences/tickets, clearances, membership**

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Experience in contaminated land assessment and management, including the preparation of a contaminated land register

Position related skills

Demonstrated conflict resolution skills and experience

Other features of this position may include

May be required to represent Council in forums or public meetings from time to time.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee