

## POSITION DESCRIPTION

<b>Position Title:</b>	Contaminated Lands Project Officer	<b>Position Code:</b>	CPO
<b>Division:</b>	Planning and Environment	<b>Grade:</b>	H
<b>Location:</b>	Dubbo and Wellington	<b>Hours/Week:</b>	35
		<b>Reports to:</b>	Environment & Health Services Team Leader
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

This position is responsible for implementation of the EPA funded Council Regional Capacity Building Project which aims to build capacity in relation to contaminated lands management within the participating Council's of Dubbo, Warrumbungles, Gilgandra and Coonamble. The position is required to provide support, advice and education in relation to contaminated lands and Underground Petroleum Storage System (UPSS) legislation and support the Councils to develop and implement contaminated lands policies, registers and procedures.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Stakeholder Engagement	<ul style="list-style-type: none"> <li>Engage with the funding body</li> <li>Lead project meetings with participating Councils</li> <li>Regularly visit participating Councils to provide assistance</li> <li>Liaise with relevant business and government organisations to effectively deliver project outcomes</li> </ul>
Provide technical advice and support	<ul style="list-style-type: none"> <li>Assist participating Councils with Contaminated land issues including policy development, site identification, site assessment, remediation and UPSS regulations</li> </ul>
Training / education	<ul style="list-style-type: none"> <li>Identify training needs</li> <li>Develop and deliver required training</li> <li>Manage consultants or government organisations to deliver training needs within project timeframes.</li> </ul>
Project Budget Management	<ul style="list-style-type: none"> <li>Manage the project within allocated budget</li> <li>Review the budget as required</li> <li>Liaise with the funding body in relation to budget variation approvals</li> <li>Coordinate the budget reporting requirements</li> </ul>
Planning / Policy / Reporting	<ul style="list-style-type: none"> <li>Develop, implement and review relevant Council plans and policies relevant to the position.</li> </ul>

### Key Accountabilities / Duties

	<ul style="list-style-type: none"> <li>• Complete relevant reporting requirements in accordance funding agreement, and council procedures.</li> <li>• Keep abreast of current local, national and state initiatives and requirements.</li> </ul>
Administration / General Requirements	<ul style="list-style-type: none"> <li>• Undertake administrative duties and correspondence requirements in line with council policies and procedures.</li> <li>• Ensure professional presentation at all times.</li> <li>• Provide professional advice and support.</li> <li>• Ensure a high standard of customer service.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers licence
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is also required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- This position will require regular travel to participating Council's and may require travel for training and meeting purposes at other locations
- The position is provided with a Council mobile phone which must be carried at all times while on duty. Personal calls are to be reimbursed regularly.

### Selection Criteria

#### Essential

1. Degree in Environmental Science, Engineering or related discipline.
2. Technical experience dealing with contaminated land management and remediation
3. Highly developed interpersonal skills and the ability to liaise with varying levels of business and government departments.
4. Well-developed computer literacy and administration skills.
5. Demonstrated ability to interpret legislation and develop and implement policy relevant to Contaminated Land Management
6. Effective time management and prioritisation skills.
7. Experience in projects and managing project budgets.

#### Desirable

8. Local or State Government experience dealing with contaminated land issues

### Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• Customer focused – we are passionate about serving our community and creating a great place to live</li> <li>• Integrity – we act with integrity and professionalism and we are accountable to deliver the results we promise</li> <li>• One team – we work as one team and partner with others to deliver more than we can achieve alone</li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The General Manager, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: