



INFORMATION PACKAGE

POSITION VACANT

ENGINEERING ENVIRONMENTAL SUPPORT OFFICER

REF NO: ESC494

CLOSING DATE: 4.30PM THURSDAY 30 SEPTEMBER 2021

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Geoff Armstrong on 02 4474 1251



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Engineering Environmental Support Officer


Position Code	459
Division	Technical Services
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To prepare and review environmental documentation and obtain relevant environmental approvals to allow Council projects to proceed.

Main duties and key result areas (KRA)

1. Undertake environmental assessments, particularly Review of Environmental Factors (REFs), for Council Infrastructure projects.
KRA: Environmental Assessments are thorough and comprehensive.
2. Review and assist in the preparation of internal environmental management documents such as Construction Environmental Management Plans (CEMP), Acid Sulphate Soil Management Plans (ASSMP), Erosion and Sediment Control Plans (ESCP) and Soil & Water Management Plans (SWMP) and ensure that they will meet both Council's aims and the legislative and policy needs of State agencies.
KRA: Documents mitigate environmental impacts and meet the needs of both Council and State government environmental agencies. Advice is timely and accurate.
3. Gain the necessary approvals for projects to proceed.
KRA: Council's legal/statutory responsibilities are met and Planning Assessment/environmental documentation reviewed in accordance with approved authorities and relevant Acts/legislation.
4. Provide independent professional advice on the environmental and social impacts of projects.
KRA: Advice on Environmental impacts is timely and accurate and complies with environmental legislation
5. Negotiate with State Government Environmental agencies to achieve successful outcomes for Council.
KRA: Solutions are reached that achieve successful outcomes for Council.
6. Develop and manage Contracts with environmental Consultants.
KRA: Contracts are managed as scoped and budgets are balanced.
7. Review planning assessment and environmental documentation.
KRA: Council's legal/statutory responsibilities are met and Planning Assessment/environmental documentation reviewed in accordance with approved authorities and relevant Acts/legislation.
8. Undertake and/or coordinate special projects as required.
KRA: Special projects completed on time and within budget.
9. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.

10. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Relevant qualifications in an environmental or engineering field.
2. High level of interpersonal/oral and written communication skills.
3. High level of negotiation skills.
4. High level of analysis and problem solving skills.
5. Willingness and ability to follow EEO and diversity principles and practices.
6. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Working knowledge of the Local Government Act, 1993.
2. Experience in the preparation of REFs for Civil Construction projects.
3. Knowledge and understanding of relevant NSW and Australian Environmental Legislation.
4. Working knowledge of WH&S regulations and EEO principles

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Current class C drivers' licence.

**The requirements outlined in Council's Policies and Codes of Practice
apply to all employees of Council.**

EMPLOYEE:	Vacant
SUPERVISOR:	Geoff Armstrong – Design Coordinator
DATE:	September 2021

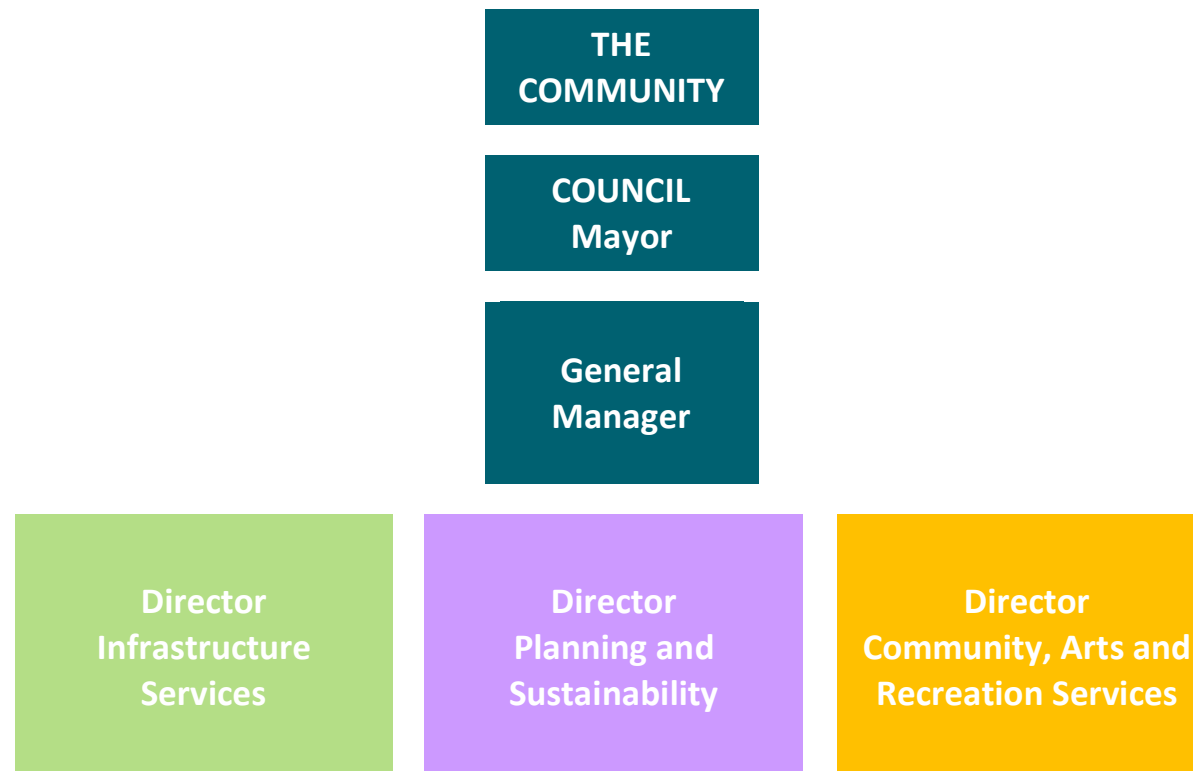
CONDITIONS OF EMPLOYMENT

Position Title:	Engineering Environmental Support Officer
Reference Number:	ESC494
Grading:	Grade 15 of Council's salary system
Salary Range:	<p>In the range of \$3,336.64 to \$3,560.58 gross per fortnight comprised of:</p> <p>* \$3,033.31 to \$3,236.89 base salary,</p> <p>* \$303.33 to \$323.69 superannuation (calculated at 10%)</p>
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 70 hours per fortnight. Office hours are:</p> <p>8.30am to 4.30pm</p> <p>Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>



ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

