

# Position Description

## CORPORATE INFORMATION

Position title	Environment Officer		
Directorate	Planning and Development	Branch/Section/Unit	Environmental Planning Section
Position number	1376	Level	5
Award	Queensland Local Government Industry Award – State 2017		
Line manager	Coordinator Environmental Planning		
Direct reports	Nil		

## SCOPE OF POSITION

### Position Summary

To work collaboratively across the organisation to champion environmental matters by ensuring organisational compliance with environmental legislation; enhancing operational practices and procedures to minimise environmental impact; and positively influencing staff to take ownership and responsibility for protecting and maintaining native species with an emphasis on threatened species.

To provide high level customer service to internal clients to deliver accurate, reliable and timely specialist advice, reports and support on environmental matters.

To contribute to the preparation and delivery of the Environmental Planning Business Plan.

### Key Responsibilities of the Role

- Act as the senior technical authority and point of contact for matters relating to the preparation and delivery of environmental assessments for Council's operational (construction and maintenance) works for the purpose of providing expert advice and support to staff to ensure Council compliance with environmental legislation;
- Assist the Coordinator Environmental Planning with the preparation, review and implementation of projects within the Environmental Planning Business Plan;
- Develop and deliver effective engagement processes to encourage meaningful consultation and input by internal and external stakeholders;
- Develop and maintain positive professional relationships with internal stakeholders, relevant government agencies and local natural resource community groups;
- Coordinate specific projects including the Environment Levy Community Group Grants program;
- Provide expert technical advice to internal staff across the organisation in relation to all matters pertaining to the natural environment.

# Position Description

## Mandatory Licences/Competencies (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Construction Industry Safety Induction Card (blue/white).

## Essential Knowledge/Skills/Qualifications Criteria

- Qualifications (Post Graduate Degree, Degree, Diploma) in Environmental Science, Environmental Management, Ecology, Horticulture or similar;
- Demonstrated experience (at least 5 years) in an environmental field related to local government;
- Extensive knowledge of environmental legislation and the ability to apply it to Council operational works (for example roads construction and maintenance, bridge construction and refurbishment, foreshore works and maintenance);
- Extensive knowledge of, and ability to identify, flora and fauna and fauna habitat on-site;
- Demonstrated ability to manage significant projects with multiple stakeholders and deliver on time and within budget;
- Demonstrated ability to work autonomously and as part of a team, manage time effectively, identify workload priorities and meet deadlines;
- Highly developed interpersonal communication skills to facilitate the ability to negotiate outcomes, collaborate and work constructively with internal and external stakeholders, senior staff across the organisation and government agencies.

## Desirable Knowledge/Skills/Qualifications Criteria

- Demonstrated experience (at least 5 years) in an environmental field working with operational (construction and maintenance) staff;
- Understanding of local government structure, roles and services;
- Previous experience working with local natural resource management community groups;
- Previous experience working with and applying the *Aboriginal Cultural Heritage Act 2003*;
- Qualifications in Project Management.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

Office staff:

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

# Position Description

## Special Requirements

- Occasional out of hours work (including weekends)
- Regular local travel.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement – WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy – CGPOL002.

### Council's Vision

To be the *natural* choice to live, work and play.

### Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

# Position Description

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*