

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Environment Officer – Partnership Programs		
<b>Directorate</b>	Planning and Development	<b>Branch/Section/Unit</b>	Environmental Planning Section
<b>Position number</b>	1474.1	<b>Level</b>	5
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line manager</b>	Coordinator Environmental Planning		
<b>Direct reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

To work collaboratively across the organisation and with the community to champion environmental matters and provide a high-level of technical support. This position will be responsible for the implementation of Council programs such as the Environment Levy Community Grants program, the Environmental Assessments program, landholder incentives, and various Council plans and strategies.

### Key Responsibilities of the Role

- Coordinate the Environment Levy Community Group Grants program including the development of an annual environment levy report;
- 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;
- Provide input into the development of a landholder incentives program for the Gympie region and be responsible for the successful delivery of this program;
- Participate in the successful implementation of plans and strategies (such as the Environment Strategy and the Koala Conservation Management Plan), including the structure and management of working groups/steering committees and associated annual reporting;
- Provide input into the development of an internal offsets program for Council and be responsible for the successful delivery of this program;
- Provide input into the development of a program for priority local species and work with internal and external stakeholders on the program promotion;

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- Develop and maintain positive professional relationships with internal stakeholders, and foster meaningful collaboration and consultation with external stakeholders through effective engagement processes;
- Provide expert technical advice to internal staff across the organisation in relation to all matters pertaining to the natural environment;
- Provide input into the development of and be responsible for the delivery of an environment induction and education program.

## 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;
- Knowledge of environmental legislation relevant to Local Government;
- Extensive knowledge of and the 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;
- Demonstrated ability to manage time effectively, identify workload priorities and meet deadlines;
- Highly developed interpersonal and communication skills with the ability to negotiate outcomes, collaborate and work constructively with internal and external stakeholders, senior staff across the organisation and government agencies;
- Highly developed written and verbal skill to facilitate report writing, presentations and program preparation and delivery.

## Desirable Knowledge/Skills/Qualifications Criteria

- Demonstrated experience (at least 5 years) in an environmental field working with the community and local natural resource management community groups;
- Qualifications in Project Management;
- Qualifications in training and assessment, or experience in delivering internal training programs.

## 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

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- an ability to clearly hear directions and instructions being provided at normal speech levels.

## 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.

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**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.*