



## POSITION DESCRIPTION

<b>Position Title</b>	Senior Planning and Policy Officer – Ecology	
<b>Directorate</b>	Planning	
<b>Service</b>	Environment and Sustainability	
<b>Responsible to</b>	Coordinator Urban Ecology	
<b>Position Supervises</b>	<b>Direct:</b> N/A <b>Indirect:</b> N/A	
<b>Position No.</b>	IW0526	
<b>Status</b>	Permanent, full-time	
<b>Hours</b>	35 hours per week  There is an occasional requirement to work after-hours and/or weekends. Additional hours worked above ordinary hours will be recognised in accordance with the Local Government Award.	
<b>Salary Point</b>	46 to 56	<b>Band/Level:</b> 3/2
<b>Pre-employment checks</b>	Police Checks	
<b>Date reviewed:</b> May 2023		<b>Reviewed by:</b> Senior Manager Environment and Sustainability

## POSITION PURPOSE

The Environment and Sustainability Group is responsible for operations, strategic and annual planning and implementation of programs, projects and policy for the Inner West Council to deliver the outcomes and goals of the Community Strategic Plan. The role of Environment and Sustainability is to provide expert advice and guidance on matters relating to best practice environmental management across a range of areas, including water quality and waterway health, integration of flood management issues in the public and private domain, energy and climate change, biodiversity and the role of urban areas in providing ecosystem services including habitat protection and restoration, local food production, waste recovery and minimisation, transport and community engagement.

The Urban Ecology Team is focused on the health and integrity of ecosystems in the Inner West. The team provides technical, practical and engagement expertise working with other Council teams and with the community (business and residents) on improving natural capital. The team responds to water, soils, flora, fauna and biodiversity issues and will be focused on forward planning, policy and local and regional partnerships as well as community engagement.

The *Senior Planning and Policy Officer* will work collaboratively on integrated water and biodiversity strategies, management plans and community programs, mainly through the development and implementation of a place-based planning program in partnership with communities and Council groups. The role includes identifying and developing projects resulting from place-based planning. It is responsible for capacity building via education and information exchange between Council, the community and regional groups on biodiversity, urban water management and soils through education, incentives, community action and strategic planning. The role is responsible for progressing major policy projects such as Council's Biodiversity Policy and working closely with professional disciplines such as town planners and engineers to provide expert environmental advice on the development and planning of the local built environment.

The Senior Planning and Engagement Officer reports to the Coordinator Urban Ecology and supports the Manager and staff across Council on sustainability projects as directed.

## SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### Essential Criteria:

1. Tertiary qualifications in a field such as Environmental Science or Natural Resource Management, Ecology, Planning, Sustainability or a related discipline and relevant industry experience.
2. Good knowledge of key urban ecology challenges and opportunities, e.g. biodiversity and threatened species management, and human behaviour change, climate resilience.
3. High standard of communication including interpersonal, presentation, written and verbal communication skills and the capacity to prepare project reports, educational and engagement materials, grant applications and program evaluations.
4. Experience in community consultation and community engagement, especially in a local government/ local capacity building context.
5. Demonstrated experience in organising and facilitating professional and community forums, workshops and events, and communicating with diverse audiences.

6. Good organisation, leadership and project management skills.
7. Knowledge and experience of public procurement and contract administration processes, especially in the procurement of environmental and related professional expertise.
8. The ability to work autonomously and as part of a multidisciplinary team.
9. Sound knowledge of and capacity to implement EEO, WHS and Environmental Management principles.

### **Desirable Criteria**

1. Experience working in or with local government on environmental programs.
2. Australian driver's licence
3. Awareness of NSW Biodiversity legislation and other relevant environmental laws.

### **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

1. Support and assist the Coordinator Urban Ecology to plan and deliver:
  - a. Council and regional urban ecology policies, strategies, plans, programs and projects
  - b. locally focused biodiversity, water, soils and other ecology-related education and engagement activities
  - c. place-based planning and management – managing consultants, context mapping, engagement and plan development for blue and green infrastructure and other actions in the public and private domain
  - d. submissions on developments and State policies and programs
  - e. expert advice on planning and infrastructure applications
  - f. subject matter expert advice on planning and other Council policies and programs
  - g. preparation of grant applications, formal submissions and award nominations
  - h. events and activities relating to the Urban Ecology team programs
  - i. communications of the Urban Ecology team's programs, e.g. reports to Council and Executive, comms, Council website and social media information.
2. Manage all administrative tasks relating to the position and its project, including procurement, maintaining accurate records and data, and preparing project reports as required.
3. Partner with the Urban Ecology team on building capacity within Council and the community for planning and implementing urban ecology projects, including forward planning and budgeting for long-run Urban Ecology field projects.
4. Keep abreast of industry best practice and changes in relevant legislation via research partnerships and networks.
5. Collate information and evidence on which to base future funding requirements e.g. expenditure of the stormwater charge or an environment levy.
6. Work as part of the Environment and Sustainability group to administer and implement local and regional projects
7. Work as part of the Environment and Sustainability Group and across Council on sustainability projects and community events, e.g. developing displays for festivals and other event, and design and deliver programs for Council's sustainable living centre.
8. Represent Council at committees, conferences, forums, networks and workshops as required.
9. Perform other duties as may be required by the Coordinator Urban Ecology and Manager Parks Planning and Urban Ecology.

## **KEY RELATIONSHIPS:**

### **Internal:**

Senior Manager Environment and Sustainability  
Manager Parks Planning and Urban Ecology  
Coordinator Urban Ecology  
Urban Sustainability team  
Resource Recovery Planning Team  
Parks Planning Team

Footpaths, Roads, Traffic and StormwaterGroup  
Properties Major Projects and FacilitiesGroup  
Development Assessment and RegulatoryGroup  
Strategic Planning Group  
Trees, Parks and Sports fields Group

### **External:**

Research partners such as universities  
State Government  
Federal Government  
Community Groups and individualsRegional groups

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT  
SUPERVISORS / TEAM LEADERS / GANGERS  
LEVEL 5**

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

<b>Responsibilities</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of promotion of, and conformance with, Council policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li> <li>Analysis of accident/incident trends</li> <li>Regular team meetings</li> <li>Use of the hazard reporting process</li> </ul>
<ul style="list-style-type: none"> <li>Commitment to WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking accident/incident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of documented and signed accident investigation forms</li> </ul>
<ul style="list-style-type: none"> <li>Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with WH&amp;S rep</li> </ul>
<ul style="list-style-type: none"> <li>Improving health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Initiating action based on audit, inspection results and feedback from staff</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation</li> </ul>
<ul style="list-style-type: none"> <li>Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Development of specific procedures where required</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WHS and related legislation</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

**Applicant Declaration**

I, ..... have read and understood the position description for the  
**Senior Planning and Policy Officer** as detailed in this document.

Signature:  
/ .....

Date:        /