

# POSITION DESCRIPTION

ENVIRONMENTAL PROJECT OFFICER	
DIVISION:	Planning and Natural Systems
SECTION:	Natural Systems
ACCOUNTABLE TO:	Sustainability and Natural Assets Coordinator
STAFF REPORTS:	nil
LOCATION:	Taree
CLASSIFICATION:	Band 3 Level 2
GRADE:	Grade 5 (Taree Salary System)
AWARD:	Local Government (State) Award
EMPLOYMENT STATUS:	Permanent, Full-time or otherwise
HOURS OF WORK:	35
REVIEW DATE:	November 2017

## **ORGANISATIONAL VALUES**

Organisational values are a key part of our integrated approach and are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Organisational Values	
<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

## **POSITION OVERVIEW**

This position sits within the Natural Systems section and is predominantly responsible for natural systems planning including catchments, coastal and biodiversity and project development, implementation and review.

The incumbent of this position is expected to demonstrate the following attributes and capabilities in undertaking their role.

Personal Attributes	
<b>Display Resilience and Voice</b>	Be open and honest, prepared to express your views, and willing to accept and commit to change
<b>Act with Integrity</b>	Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards
<b>Manage Self</b>	Show drive and motivation, a measured approach and a commitment to learning
<b>Respect</b>	Show respect for diverse backgrounds, experiences and perspectives
<b>Work Safely</b>	Take care of own health and safety and that of others
<b>Communicate Effectively</b>	Communicate clearly, actively listen to others and respond with respect
<b>Customer Service Focus</b>	Provide customer centred services in line with organisational objectives and agreed service standards
<b>Work Collaboratively</b>	Engage and collaborate with others and value their contribution
<b>Build Relationships</b>	Gain consensus and commitment from others and resolve issues and conflicts
<b>Deliver Results</b>	Achieve results through efficient use of resources and a commitment to quality outcomes
<b>Plan and Prioritise</b>	Plan to achieve work and team priorities and respond flexibly to changing circumstances
<b>Think Critically and Solve Problems</b>	Think, analyse and consider the broader context to develop practical solutions
<b>Demonstrate Accountability</b>	Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in addressing risk

## KEY ACCOUNTABILITIES & DUTIES

### SPECIFIC

- Responsible for delivering a range of natural systems programs including catchment management and planning, environmental assessment, and providing strategic advice on natural resource management issues as required.
- Coordination, development and implementation of natural system strategies and plans by engaging with stakeholders on biodiversity, water quality improvement and catchment management issues.
- Manage projects that implement the natural systems strategies and plans.
- Deliver capacity building programs to stakeholders on wetland, nutrient and groundcover management, acid sulfate soil management, soil conservation planning, riparian management and biodiversity conservation projects.
- Use estuary and catchment field data including waterway and catchment reporting to formulate and guide natural systems planning and management responses.

- Contribute to waterway and catchment health condition assessment and reporting process as required.
- Supervise consultants and contractors to ensure program objectives and project outputs are delivered in a timely manner.
- Identify and source funding and associated partnership opportunities.
- Comprehensively manage grant and project funding, including project planning, stakeholder engagement, monitoring, reporting and acquittal.
- Develop and maintain effective relationships and form active partnerships with key government, industry and community stakeholders that go beyond a networking function to contribute to the implementation of relevant strategies and plans.
- Coordinate field days and provide opportunities for community capacity development in natural resource management.
- Provide specialist advice on matters relating to natural systems including catchment, estuary, coastal and river management and biodiversity conservation.

### **GENERAL**

- Contribute to the delivery of organisational outcomes and the Natural Systems Operational Plan.
- Provide a high level of customer service to the community, internal customers and other stakeholders.
- Work collaboratively with others to deliver quality outcomes.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement.
- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.

### **SELECTION CRITERIA**

1. Degree level qualifications in Natural Resources, Environmental Science or equivalent field.
2. Demonstrated experience in catchment planning and management, ecosystem restoration, wetland management, water quality management, and biodiversity conservation.
3. Working knowledge of local catchment, coastal and estuary management and biodiversity conservation issues.
4. A proven capacity for quality customer service through development and implementation of stakeholder engagement strategies and processes.
5. Proven experience in partnership development and maintenance.
6. Proven project management and time management skills including management of contractors and consultants.
7. Proven written and verbal communication, problem solving, negotiation and conflict resolution skills.
8. Demonstrated capacity to work collaboratively in a team environment and demonstrated commitment to team and program development.
9. Class C drivers licence.

### **EQUAL EMPLOYMENT OPPORTUNITIES (EEO) ACCOUNTABILITIES**

All Council staff are expected to adhere to Council's EEO policies and procedures including to provide employees with equal access to fair, prompt and confidential processes.

## **WORK HEALTH SAFETY (WHS) ACCOUNTABILITIES**

All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW work, health & safety legislation. Staff are also expected to adhere to Council's relevant safe work instructions, policies and procedures.

## **RISK MANAGEMENT ACCOUNTABILITIES**

All Council staff are expected to identify, minimise and report risks within their area of operation and responsibility and participate in risk management training as appropriate in accordance with Council's adopted Risk Management Policy and Framework.

## FRAUD AND CORRUPTION ACCOUNTABILITIES

All Council staff are responsible to prevent, detect, mitigate against and report fraudulent and corrupt behaviour in accordance with Council's adopted Fraud and Corruption Control Policy and Strategy.

## ETHICAL BEHAVIOUR

All Council staff are expected to ensure their personal conduct is ethical and consistent with Council's Code of Conduct and that their behaviour complies with Council's policies, procedures and principles.

## DELEGATIONS

All council staff are expected to comply with the financial and operational delegations issued to them as per Council's delegations registers.

### ACKNOWLEDGEMENT-

**This position description and associated information is not to be considered as a comprehensive, complete and / or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.**

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

Manager's Signature:

Date: