

POSITION DESCRIPTION

Position Title:	Coordinator Environmental Services
Position Number:	7049
Group:	Infrastructure and Planning Services
Business Unit:	Development and Environmental Services
Service Unit:	Environmental Services
Reports To:	Manager Development and Environmental Services
Grade:	15
Hours Of Work:	35
Last Date Of Review:	September 2020
Last Date Of Evaluation:	July 2020

Role Function Summary

To lead a team which is responsible for provision of environmental services to Council including, environmental support, sustainability strategy and education, natural resources management and monitoring and reporting on outcomes.

Key Responsibilities (Major and Essential Job Functions)

- Coordinate the provision environmental sustainability planning, policy development, strategic planning, financial planning, and risk management that will inform and guide council's provision of environmental and sustainability services.
- Coordinate and maintain all auditing of environmental compliance with all council owned buildings and facilities, including (but not limited to) the Waste Management Facility, Saleyards, Depot and Sewerage Treatment Plant.
- Develop, implement and review strategies, policies and programs within Council and in the community relating to Environmental and Sustainability Services, including Sustainability Strategy, Weeds Strategy, Biodiversity Strategy and Zero Emissions Strategy, as required from council's adopted Sustainability documents.
- Coordinate the collection and reporting of environmental and sustainability data in accordance with the requirements of council's environment and sustainability strategies, plans and programs.
- Coordinate the integration of sustainability principles and practices into the Council's internal and external policies, projects and programs
- Coordinate the development of internal environmental management documentation for implementation by operational areas
- Review and comment on environmental assessment documentation for council owned infrastructure and facilities, including Review of Environmental Factors.
- Support service areas in the development of environmental management controls, including plans of management and monitoring programs to meet environmental obligations under relevant legislation and/or approvals.
- Provide advice on the long-term environmental impact of the local coal mining industry with respect to mining

environmental assessments

- Coordinate the completion of the State Of The Environment Report
- Any other duties, projects or tasks as directed by the Manager, which are within the level skills, competence and training for this position.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none">• Integrity: We act with commitment, trust and accountability.• Respect: We are open, honest, inclusive and supportive.• Excellence: We strive to achieve the highest standards.• Innovation: We are creative, progressive and strategic.• Enjoyment: We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	<ul style="list-style-type: none">- Manager Development and Environmental Services- Coordinator Planning and Development- Coordinator Regulatory Services- Development and Environmental Systems Officer- Managers- Directors- General Manager
External Relationships:	<ul style="list-style-type: none">- Community- Industry- Consultants/Contractors- Dept. of Primary Industries- Dept. of Planning, Industry and Environment- Hunter Joint Organisation- Other Government Departments- Other Hunter Councils
Direct Reports:	<ul style="list-style-type: none">- Environmental Projects Officer- Sustainability Projects Officer

Indirect Reports: - Contractors/Consultants

Specifications and Technical Skills:

Essential Criteria:

- Degree in environmental management/science and/or sustainability
- A minimum of 5 years planning and policy development experience including proven ability to develop and implement a range of Sustainability and Environmental plans and policies
- An understanding of the principles of triple bottom line sustainability and the United Nations Sustainable Development Goals and their application in local government
- Demonstrated knowledge of and/or experience in the environmental approval requirements for facilities under the EP&A Act and the POEO Act
- Well-developed stakeholder consultation and engagement skills, with the ability to liaise with internal and external stakeholders, including community groups.
- Well-developed interpersonal skills and excellent written and oral communication skills and the ability to provide clear written and verbal advice
- Demonstrated ability to create, lead and manage including the ability to coach and mentor team members
- A commitment to providing excellent customer service to both internal and external customers of Council

Desirable Criteria:

- Further studies in leadership and management and/or a related field.
- Sound experience in community engagement and consultation
- Understanding and a commitment to process improvement
- Understanding and/or experience in working with the principles of business excellence and a continuous improvement culture e.g. service delivery reviews.

Licences and Tickets:

- Class C Drivers Licence

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving		✓						✓				

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Coordinator Environmental Services**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Relevant tertiary qualification	1					
Demonstrated experience delivering operational works on time, within budget and to quality standards	1					
Demonstrated ability to analyse information and produce meaningful, business-focused reports for sound decision making	1					
Substantial experience in environmental management within a relevant industry.	1					
Demonstrated knowledge of and experience in applying WHS legislation and regulation in a supervisory role.	1					
Demonstrated ability to supervise, lead, motivate and develop staff.	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrated ability to use specific computer based technology	2					
Successful completion of 30% of positions training requirements. Refer to Position Training Requirements	2					
Demonstrated ability to coordinate work teams effectively and efficiently	2					
Actively contributes to development of Council Policies and Procedures relating to the Delivery Team area	3					
Demonstrated project management skills and ability to work to a budget.	3					
Demonstrate ability to lead and motivate a diverse work group, including promoting change and fostering a team environment.	3					
Successful completion of 60% of positions training requirements. Refer to Position Training Requirements	3					
Contribute to organisation risk identification and analysis	3					
Demonstrated ability to identify and implement potential improvements and/or alternative solutions	4					
Demonstrated ability to mentor other team members	4					
Successful completion of 100% of positions training requirements. Refer to Position Training Requirements	4					
Demonstrated ability to competently act in higher position	4					
Completion of further studies in related discipline	4					

Skills Review Year (eg 2018): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				