



Environmental Science Officer

Division	Planning and Growth	Date Reviewed	September 2022
Group Unit	Development Services	Status	Full time (permanent)
Reports to	Team Leader Development Services	Salary Grade	

STRATEGIC INTENT

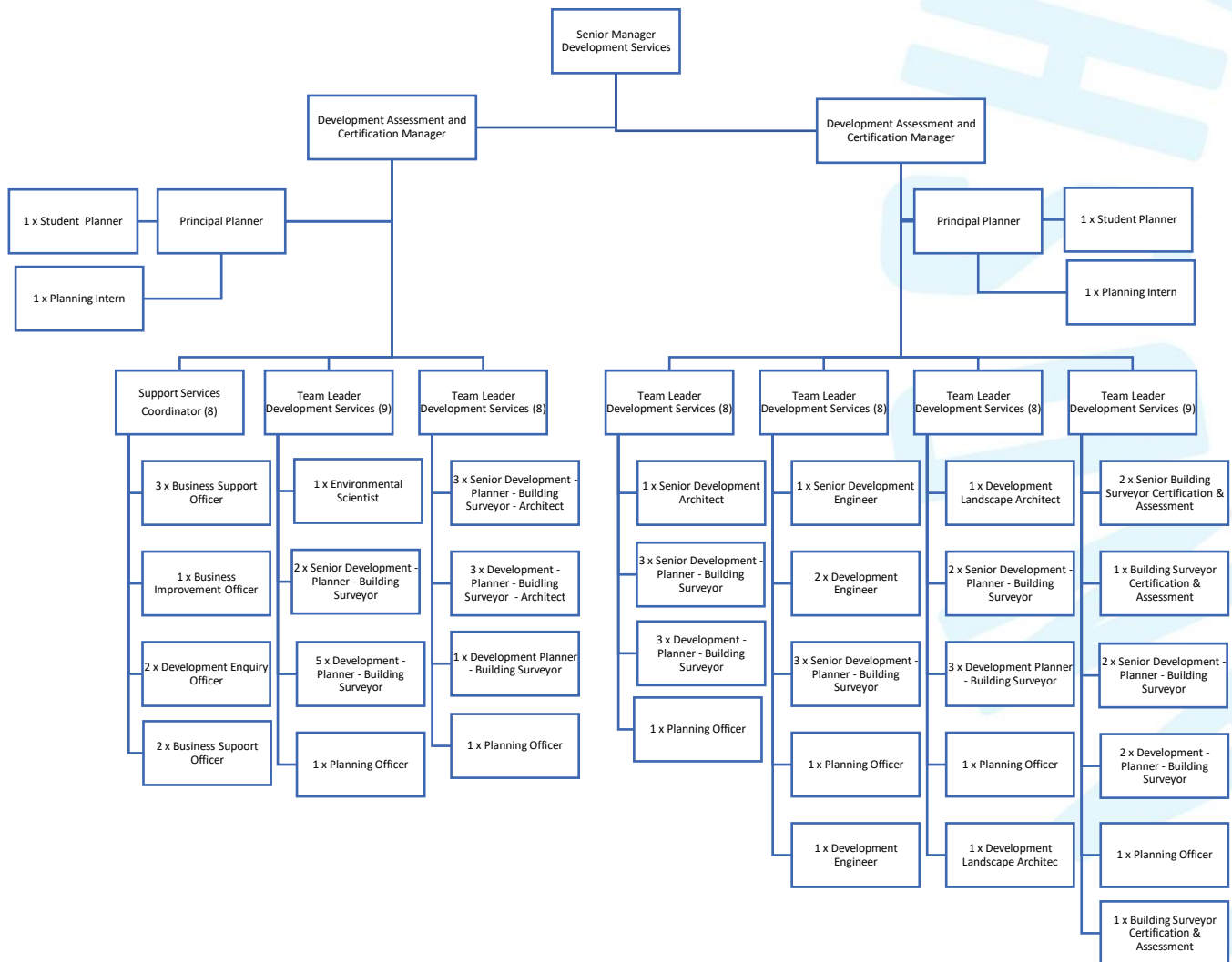
This position involves providing professional input into the assessment of proposed developments with regard to their potential impact on the natural, built and social environment with specific consideration to environmental management/health matters such as threatened species, contaminated land risk and pollution.

The position provides input into the development assessment process through the preparation of plans which will provide controls in respect to developments to minimise environmental impact on neighbourhoods and the environment and promote sustainable development within the Sutherland Shire as well as assists in the timely determination of applications, and provides expertise where required.

POSITION PURPOSE

- To review and assess development proposals and complex development proposals, for all types of development applications with specific consideration to environmental matters;
- Provide technical guidance & advice to team members, senior management, and the organisation in respect to Development Assessment and Planning;
- Assist the preparation and review of plans which will provide environmental controls in respect to developments and land use matters;
- Participate in project teams dealing with issues associated with the functions and responsibilities of Shire Planning.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Provide expert input in the assessment of development applications in accordance with legislation and policy	<ul style="list-style-type: none"> Timely expert input /or determination of Development Applications in accordance with DA process (meeting target dates is a major responsibility of the position). The quality and quantity of expert input/application assessments determined within and outside prescribed times. Assistance to Responsible Officers in the assessment of development applications provided in response to formal and informal referrals and supported by appropriate administration and record keeping. Work prioritised sensibly and flexibly in accordance with the context of the application. Informal referrals accepted and prioritised sensibly when balanced against work formally allocated

	<ul style="list-style-type: none"> ▪ To ensure assessment of all Development Applications is commenced within five (5) days of receipt. ▪ Attend meetings and other discussions as required. ▪ Ensure that, where possible, all input/Development Applications are determined within the time frames set out in the appropriate manuals practice notes and policies. ▪ No reasonable complaints from Council's assessment stakeholders (keeping people informed is a major responsibility of the position). ▪ No reasonable cause for any Councillors or senior management to be dissatisfied with performance
Report any significant issues and concerns at the earliest possible occasion to Team Leaders.	<ul style="list-style-type: none"> ▪ Timely sign off with Responsible Officer/ Team Leader at each check point in the process of assessment
<p>Assist the Managers in the implementation of new procedures.</p> <p>Participate in joint working parties and divisional Project Groups.</p>	<ul style="list-style-type: none"> ▪ Input into plans/policies which enable them to satisfy Council's strategic direction, environmental objectives and corporate standards. ▪ Effectiveness of new procedures to be determined by set performance indicators.
<p>In accordance with the team procedures, answer telephone calls, or attend to customers at the Customer Service Counter, relating to Council's policies/requirements, planning queries and complaints.</p> <p>Assist customers with information related to the redesign of submissions, if required, to comply with Policies, Codes, etc. and discuss alternatives relating to environmental matters.</p>	<ul style="list-style-type: none"> ▪ There is to be no example of inaccurate or unsound professional advice to Council's customers ▪ Success rate in resolution of issues with stakeholders (applicants, objectors and the broader community) ▪ Correspondence/reports are clear, concise and comprehensive and properly reflect Council's policies and codes.
Attendance as Duty Officer for specialist issues which arise.	<ul style="list-style-type: none"> ▪ Provide expertise and assistance to customers on a range of environmental issues as required.
Other duties as required by the Manager / Supervisor	<ul style="list-style-type: none"> ▪ Timely response to requests or direction by supervisors.
Provide input into the preparation of Plans and Codes & policies, which is both sound and responsible in relation to planning matters.	<ul style="list-style-type: none"> ▪ Assist with the development of plans and policies as requested.
Assist Council in appropriate forums.	<ul style="list-style-type: none"> ▪ Professional presence that reflects positively on Council as required or requested.
Attend meetings should exert advice be required in consultation with the Team Leader or Manager.	<ul style="list-style-type: none"> ▪ Attend and present to such sessions as arranged where required (typically these are arranged for and occur after business hours).

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> ▪ Tertiary qualifications in Environmental Science or equivalent ▪ Drivers Licence
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Experience or skills		<ul style="list-style-type: none"> ▪ White Card
	Essential	<ul style="list-style-type: none"> ▪ Experience in a dealing with issues relating to Acid Sulfate Soils, contaminated land, environmentally sensitive land and other relevant environmental factors relating to the natural environment. ▪ Experience in the preparation of technical reports and assessment reports. ▪ Experience in providing comment on development proposals and the impact on the natural environment. ▪ Adept problem solving skills and identification of solutions in the context of the assessment of development proposals.
	Desirable	<ul style="list-style-type: none"> ▪ Experience in assessing and determining Development Applications in accordance with the Environmental Planning and Assessment Act. ▪ Adept in knowledge of Council's codes, policies, planning and environmental principles. ▪ Experience in Land and Environment Court NSW (expert witness).

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them through application of well-balanced judgement. ▪ Customer Service: Customer focused. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary, in order to achieve them. ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms with Good English language oral and written communication skills. ▪ Innovation: Receptive to & encouraging of innovation. ▪ Development: On-going maintenance & enhancement of technical skills. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues.
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate - We are a united team. We work together to deliver great outcomes for our community. Be open and welcoming, genuinely connect to others, include others, work together as one. ▪ Achieve – We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.
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- **Respect** – We communicate openly, act with integrity and are inclusive. Be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others
- **Evolve** – We look for opportunities and embrace change, championing new ideas, and celebrating solutions. Stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker

CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Records Management	Comply with Council's Records and Information Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement