

## Position Description

### Environmental Scientist



<b>Position Title</b>	Environmental Scientist	<b>Role ID</b>	DSENS1
<b>Division</b>	Engineering	<b>Unit</b>	Design
<b>Job Grade</b>	7	<b>Award</b>	35
<b>Reports To</b>	Senior Planning Applications Officer		
<b>Revised/Created</b>	January 2020 – Template updated		

### Primary Objective

- Prepare environmental impact assessments and planning applications in accordance with NSW and Commonwealth environmental planning legislation, relevant policies and guidelines.
- Provide advice to Council's Senior Planning Applications Officer, internal clients, Executive Management, and other Council officers and field staff on the environmental and planning constraints associated with the development of Council related infrastructure projects.

### Values Statement

#### What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

### Organisational Environment

#### ENGINEERING

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

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### Design Unit

The Design Unit is one of four within the Division and is responsible for preconstruction activities required for the delivery of projects for the organisation including, survey, environmental assessment, and design. Additionally the unit provides property and legal advice and support, and is responsible for maintaining the cadastral and photogrammetry layers of the Council's GIS.

The unit also has carriage of the organisations Project Management System which facilitates the delivery of projects for the Division and organisation.

As the Tweed Shire is a rapidly growing area, the demand for new infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

### The Position

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The position is a professional position in the Unit and is part of a team of environmental scientists and ecologists reporting to the Senior Planning Applications Officer.

The position is responsible for undertaking complex environmental assessments including scientific field survey (such as flora and fauna surveys, surface and ground water quality sampling, contaminated land survey) and the subsequent preparation of planning applications for Council infrastructure and maintenance projects. Provision of technical advice during construction, and in certain cases, monitoring of mitigation measures as a requirement of development consent is also an important part of the role.

This is a professional position with a high level of technical knowledge and experience in the fields of Environmental Science and Management, Ecology, Town Planning, and/or Environmental Engineering in order to undertake a range of activities to ensure projects are approved and constructed in accordance with project consents. The position also requires demonstrated infrastructure project experience, and the ability to work within a team of professionals, or individually as required.

The position is required to operate across the full range of their recognised discipline or as a specialist point of reference, and in addition, be required to project manage and supervise external specialist consultants and other service providers related to assessing environmental impacts and environmental management of construction projects.

Thus, the position requires supervision and staff management skills and also technical skills to analyse complex reports submitted in relation to environmental matters and their compliance with the relevant standards, guidelines and legislation.



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The position interacts extensively within the Engineering Division and with other Divisions of Council at Executive Management and Officer level, requires external communication with public authorities, consultants, particular interest groups, and the general public, and provides specialist technical advice on environmental impact assessment and planning instruments.

The incumbent operates with a high level of autonomy during field survey and inspections, pre-design meetings, and during on site environmental risk assessments and construction inspections and consequently, must possess advanced negotiation skills and the ability to make balanced judgments regarding sensitive issues often independently in their particular field of expertise.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

**The work of the position includes, but is not limited to, the following:**

Key Responsibility Areas	Associated Key Duties
1. Project Impact Assessment	<ul style="list-style-type: none"><li>• Determine and assess environmental impacts of infrastructure proposals.</li><li>• Make recommendations on complex environmental constraints.</li><li>• Negotiate appropriate outcomes to influence project designs in order to meet best practice environmental outcomes.</li><li>• Interpret and apply complex legislation.</li><li>• Analyse consultant reports and integrate outcomes into project assessments.</li><li>• Resolve multi-party conflicts involving competing objectives, often with limited supervision during pre-design site meetings and during construction site meetings.</li><li>• Liaise with and advise construction Engineers and supervisors of project environmental constraints.</li></ul>
2. Project management	<ul style="list-style-type: none"><li>• Organise and schedule individual project activities to achieve project assessment requirements.</li><li>• Work autonomously, or as part of a multidisciplinary team, to achieve project outcomes.</li><li>• Prioritise and manage multiple projects simultaneously, on time and to a high level standard to achieve the Divisions' and Organisations objectives for infrastructure delivery.</li><li>• Determine resource requirements and out-source work as required.</li><li>• Manage internal and external components of project budgets as they relate to environmental assessments.</li></ul>

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<b>3. Research and Report Writing</b>	<ul style="list-style-type: none"><li>• Research and apply scientific method to achieve statutory requirements of impact assessment studies.</li><li>• Investigate and recommend modifications to environmental procedures to ensure best practice outcomes.</li><li>• Research and apply legislative requirements</li><li>• Investigate site constraints / benefits and prepare recommendations to influence best practice environmental outcomes for Council projects.</li><li>• Prepare complex non-standard reports, including construction environmental management plans, and habitat restoration plans.</li><li>• Apply for all relevant permits and approvals</li><li>• Report on monitoring outcomes and develop adaptive management recommendations for projects.</li></ul>
<b>4. Communication, Negotiation, Conflict Resolution, Meeting Presentations</b>	<ul style="list-style-type: none"><li>• Provide high level technical advice on environmental and planning aspects of projects.</li><li>• Initiate or attend meetings as required.</li><li>• Participate in on site pre-design constraints meetings and influence project designs to achieve sound environmental outcomes.</li><li>▪ Communicate and advise the following internal and external peers and clients on environmental impact assessment issues related to development matters:<ul style="list-style-type: none"><li>○ Executive Management</li><li>○ Internal Clients</li><li>○ Engineers, Designers, and Surveyors</li><li>○ External Environmental and Cultural Heritage consultants</li><li>○ Town planning professionals and consultants</li><li>○ State Government Authorities</li><li>○ Developers</li><li>○ Community groups</li><li>○ Other Council officers</li><li>○ Members of the public</li></ul></li><li>• Review and comment on Development Applications as requested by Councils Planning Department</li><li>• Resolve conflicts both internal and external by exercising negotiation and conflict resolution skills</li><li>• Provide information for staff on environmental responsibilities and processes</li></ul>

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<b>5. Professional/Technical knowledge</b>	<ul style="list-style-type: none"><li>• Design and implement scientific surveys and/or assessments</li><li>• Apply environmental and planning legislative requirements to infrastructure projects</li><li>• Apply knowledge of engineering aspects of projects.</li><li>• Undertake data analysis collected from scientific surveys, water quality or other assessments and develop recommendations for management.</li><li>• Apply knowledge of the NSW Development Assessment process.</li></ul> Apply knowledge of NSW and Commonwealth legislation to the environmental impact and planning approval process.
<b>6. Field Assessment/Investigation</b>	<ul style="list-style-type: none"><li>• Identify biodiversity values/conservation attributes including threatened species, key habitat, SEPPs, protected vegetation, and endangered ecological communities.</li><li>• Assess threats to biodiversity values, environmental constraints and management issues.</li><li>• Identify contaminated soil and water using a recognised scientific method and assess and advise on implications for projects.</li><li>• Identify other environmental constraints relating to proposed projects using recognised procedures and guidelines and advise on the implications for projects.</li></ul>
<b>7. Contract Management</b>	<ul style="list-style-type: none"><li>• Prepare Expression of Interest, Consultant Briefs and Tender documents.</li><li>• Assess tenders/proposals and select contractor/consultant.</li><li>• Engage and oversee Consultants.</li><li>• Liaise with Contracts Unit to administer contract.</li></ul>
<b>8. Policy and procedure</b>	<ul style="list-style-type: none"><li>• Update knowledge of policy and legislation.</li><li>• Seek to improve internal procedures.</li><li>• Assist to develop and implement systems designed to improve the efficiency and effectiveness of the environmental assessment process internal procedures.</li></ul>

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

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The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

### Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

### Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017 new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

### Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

### Professional Memberships

Incumbents of this position are required, by legislation or Council determination, to hold nominated Professional Association membership(s). For specifics of the required membership(s) refer to Essential Selection Criteria.

It is a condition of employment for the employee to already hold these memberships on appointment, and as such they will not at that stage be funded by Council. Subsequent renewals will be funded for as long as they are operationally required and remain position relevant.

For more information refer to the Council's protocol: [Professional Membership's – Payment by Council Protocol](#)

### Organisational and External Relationships

#### ***Organisational Relationships***

- Directors, Managers and officers in Engineering Services and other Divisions
- Outdoor Supervisors

#### ***External Relationships***

- State and Federal Government Departments and Agencies
- General Public and Interest Groups
- Developers
- Consultants and Contractors

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#### Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

#### Selection Criteria

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##### **Knowledge and Competence: (to be addressed in full when making application)**

1. Degree in Environmental Science, Ecology (Botany/Zoology), Environmental Engineering, Environmental Planning, or equivalent.
2. Specialist expertise in one or more of the following disciplines: Ecology (Zoology and/or Botany), Soils, Water, Air, Noise, Contaminated Land Assessment, Construction Environmental Management or similar, and a high level of demonstrated experience in the field of Environmental Impact Assessment and Planning.
3. Advanced understanding of environmental legislation, planning instruments, government policies and their application to environmental impact assessment and the preparation of environmental planning applications.
4. Demonstrated competence in the preparation of Environmental Impact Assessments (EIS, SEE and REF).
5. Demonstrated practical experience in field surveys related to environmental impact assessment and environmental management.
6. Ability to prepare complex reports including construction environmental management plans, threatened species management plans and habitat restoration plans or the like.
7. Demonstrated high level research, written and oral communication skills.
8. Demonstrated ability to manage projects and their associated budgets.
9. Demonstrated ability to use computer applications including word, excel, GIS and other data management systems.
10. Demonstrated capacity to engage and supervise consultants and contractors.
11. Current Vehicle Licence - Car.

##### **Desirable:**

12. Post Graduate qualifications or other qualifications in a related discipline
13. Demonstrated understanding of engineering issues involved in the construction of public infrastructure.

##### **Personal Attributes:**

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
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Manage Self	Adept
Display Resilience and Adaptability	Adept
Act with Integrity	Adept
Demonstrate Accountability	Adept
<b>Relationships</b>	
Work Collaboratively	Adept
Communicate with a Customer and Community Focus	Adept
Influence and Negotiate	Adept
<b>Results</b>	
Plan and Prioritise	Adept
Think and Solve Problems	Adept
Deliver Results	Adept
<b>Workforce Leadership (supervisory roles only)</b>	
Manage and Develop People	N/A