



# Position Description

## Environmental Management Coordinator

Date: April 2021

Division: Infrastructure and Development

<b>Position title:</b>	Environmental Management Coordinator
<b>Classification:</b>	Band 3 Level 2 of the Local Government Award
<b>Reports to:</b>	Manager Planning and Development Infrastructure & Regulation
<b>Direct reports:</b>	Bush Regeneration Officer/s
<b>Liaison:</b>	Internal – Uralla Shire Council Staff External – Rate Payers, General public, Government Departments and Agencies, Schools and Universities, Community/Lobby/Advisory groups and relevant Consultants.
<b>Position purpose:</b>	This position is responsible for leading Council in the delivery of high quality environmental programs including, natural resource management projects and services to reduce Council's environmental footprint.

### 1. Organisational Commitment

Employees are required to work toward the goals, values and corporate objectives of the Uralla Shire Council and accordingly demonstrate the following inherent requirements:

- **Professionalism, Integrity & Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behavior.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.

## 2. Responsibilities, Competencies and Accountabilities

### Core Responsibilities

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- Develop, coordinate, implement, promote and evaluate environmental programs to effectively manage the Shire's natural environment.
- Preparation of Reviews of Environmental Factors, Tests of Significance and Council's State of the Environment Report.
- Management of Council's Geographic Information System data.
- Crown Lands administration.
- Compliance management of Underground Petroleum Storage Systems.
- Assist in ensuring that Council is meeting its statutory responsibilities in respect to environmental management across its operations; and work to ensure that environmental and sustainability objectives are embedded strategically within the organisation.
- Develop policy, best practice guidelines, protocol and procedures as required.
- Supervise and coordinate staff, contractors and consultants.
- Manage the Environmental Management Operational budget.
- Source and identify grant and other funding opportunities to support Council projects, including submission preparation, project management, compliance, monitoring and acquittal processes.
- Build and maintain strong relationships with the community, business and other stakeholder agencies.
- Prepare correspondence, reports and notices and ensure the compilation of the State of Environment Report.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

### Key Tasks

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As per those determined in the annual divisional review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

### Competencies and Accountability

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The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Local Government Award for Band 3 Level 2 Professional/Specialist.

### Performance Measures

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As per those set out in the annual performance assessment.

Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Corporate Service Plans and the broader community services delivery outcomes as detailed in Councils Operational Plan and Delivery Program.

## Delegation of Authority

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Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

The freedom to act and make decisions is governed by clear objectives and budgets with frequent prior consultation with management and a regular reporting mechanism to adhere to such objectives and budgets.

### 3 Terms and Conditions of Employment

#### Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long term interests of the organisation.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.
- Commitment, attitude and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as a team member in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to one's professional and ethical position.
- Practical and common sense approach – The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
- Ethics, integrity and values – to always display ethics, integrity and values that reflect personal conduct beyond reproach.

#### Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies, protocols, and (as required) actively document and revise procedures so they remain current and relevant.
- Store and maintain corporate records in Councils electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimize exposures to risk.
- Dress appropriately for the role, including wearing an appropriate uniform if required.

### **Perform as a Team Member**

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

### **Customer Service Responsibilities**

- Comply with Councils Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.
- Communicate with customers in a professional and courteous manner.
- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.

### **Work Health and Safety Responsibilities**

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return to work program.

### **EEO and Anti-discrimination Responsibilities**

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

## 4 Selection Criteria

### ESSENTIAL

- Tertiary qualifications at Degree/Diploma level in an Environmental Management discipline or equivalent.
- Demonstrated record of achievement at a Coordinator level in an environmental compliance/regulatory role ideally gained within the water/wastewater industry.
- Demonstrated strategic/project management skills.
- Demonstrated knowledge of bush regeneration techniques and practices.
- Demonstrated knowledge of applicable Acts, Regulations, environmental and quality management systems and continuous improvement programs.
- Demonstrated computer literacy utilising the Microsoft suite of products (in particular Word and Excel) and Geographic Information Systems.
- General Construction Induction Card (White Card) or equivalent.
- Class C Drivers Licence
- Demonstrated working knowledge and understanding of role and responsibilities under the WHS Act 2011.

### DESIRABLE

- Previous Local Government experience.
- Post graduate qualifications in a relevant discipline.
- Membership of a relevant professional association.

## 5. Acknowledgment

I have received and read the position description as detailed above.

Job Occupant: .....

Date: .....

Name: .....

Supervisor: .....

Date: .....

Name: .....

Key tasks, performance measures and delegations of authority documents will be provided by your supervisor.

**Please note- Position Descriptions are reviewed to maintain currency and may need to be altered from time to time. Any changes will only occur following consultation with the incumbent and will reflect the organisational requirements at the time.**