



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Coast and Estuary Officer**

REPORTS TO: Coastal and Biodiversity Coordinator

DIRECTORATE: Sustainable Environment and Economy

BRANCH: Environment & Economic Planning

CLASSIFICATION: Grade 8

STAFF: Nil

CONTACTS:	Internal	External
	General Management and staff at all levels	Customers Consultants Contractors Government Departments Community Organisations Community Members Traditional Owners

POSITION OBJECTIVE:

To provide support and assistance on the delivery of coastal and estuary projects.

ORGANISATION VALUES

You will demonstrate the Byron Shire Council’s Organisational Values as an integral component of your position within the organisation. It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Support a range of coastal and estuarine projects arising from actions in Council's coastal plans and Council resolutions.
- Provide advice, support and information to Council on coastal and estuarine environments.
- Engage key stakeholders in the development of Coastal Management Programs and the planning and delivery of their actions.
- Promote coastal and estuarine issues to raise community and Council awareness.
- Prepare grant applications to fund projects.
- Assist with other projects and programs within Council as directed.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Apply human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

Relevant tertiary qualifications in coastal and estuary management or equivalent demonstrated experience.

EXPERIENCE:

- Demonstrated experience in coastal and estuary management with ability to manage projects.

KNOWLEDGE:

- Sound knowledge of coastal and estuarine science.

COMPETENCIES:

Demonstrated ability to:

- Provide project support for coastal and estuary projects working to timelines within budget.
- Liaise, negotiate and prepare and present information to enable effective communication with a diverse range of stakeholders
- Analyse complex information and make sound recommendations.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

SELECTION CRITERIA

Essential Criteria

- Relevant tertiary qualifications and experience in coastal and estuary science or related discipline.
- Excellent interpersonal skills and ability to liaise, negotiate and prepare and present information to enable effective communication with a diverse range of stakeholders
- Excellent organisational skills and ability to plan and prioritise multiple tasks while consistently meeting agreed timeframes and budget.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint) including GIS.
- Current Drivers Licence

Preferred Criteria

- Knowledge and experience of NSW coastal legislation and development of coastal management programs (CMPs).
- Commitment to and understanding of process improvement and sustainability principles.

