



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Environmental Programs Officer**

REPORTS TO: Team Leader Resource Recovery Quarry

DIRECTORATE: Infrastructure Services

BRANCH: Open Space and Resource Recovery

CLASSIFICATION: Grade 9

STAFF: Nil

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

POSITION OBJECTIVE:

The position is responsible for the development, implementation and support of environmental management and safety management systems and programs associated with Council's resource recovery strategies, plans and operations.

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

- Develop and implement Environmental, Safety and Quality integrated management systems in alignment with ISO14001 and AS/NZS 4801 that provide for continual improvement performance for all resource recovery operations.
- Maintain all EPA licensing requirements in accordance with EPL conditions
- Deliver projects and programs associated with resource recovery operations and services, including those relating to but not limited to:
 - Environmental impact assessment;
 - Environmental risk assessment;
 - Environmental auditing;
 - Environmental incident and emergency response; and
 - Environmental training and education.
- Assist with the delivery of projects and programs associated with the North East Waste regional waste management group.
- Assist in the development of Resource Recovery Services' Standard Operating Procedures, Safe Work Method Statements and other documentation required with regard to environmental, health and safety management requirements.
- Provide a point of contact for community, industry and students requesting advice and consultation on health safety and environmental matters pertaining to resource recovery services.
- Identify environmental grant opportunities that are relevant to adopted programs and prepare grant applications and administer projects.
- Assist with cross divisional initiatives that deliver Council's adopted sustainability outcomes.
- Prepare Council reports necessary for the progression of safety and environmental programs and projects.
- Assist with reporting resource recovery activities through the production of statutory annual reports, monthly waste levy contribution reports, other external and internal reports, and other publications such as newsletters.
- Maintain, manage and analyse records, information, and data relevant to areas of responsibility to fulfil reporting requirements and requests for information.
- Contribute to the development, implementation and review of policy and procedures which protect and safeguard the health and safety of Council staff and community members, as well as protecting and safeguarding the environment.
- Ensure quality and compliance of resource recovery products in accordance with EPA orders and exemptions.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.
- Assist with the development of project as well as annual budgets.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and 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 branch'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.
- Report all risks, hazards, incidents and injuries immediately to Manager.

Other Duties

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

QUALIFICATIONS:

- Tertiary qualification in Environmental Engineering, Environmental Science and/or equivalent extensive experience in the environmental or waste management industries.

EXPERIENCE:

- Experience in implementing environmental management systems that support regulatory compliance and levels of service.
- Experience in coordinating and integrating community information and education associated with environmental programs.
- Experience in developing project and program plans.
- Experience in developing grant applications, managing funding agreements and delivering projects in accordance with requirements.
- Experience preparing reports, work schedules and evaluating outcomes.

KNOWLEDGE:

- Sound knowledge of NSW Environmental legislation and regulatory frameworks as they pertain to transfer station, landfill and resource recovery service delivery.
- Sound knowledge of contemporary environmental issues in the areas of sustainability and natural resource management in the context of resource recovery service delivery.
- Knowledge of NSW Health and Safety legislation, standards and codes as they pertain to transfer station, landfill and resource recovery service delivery.

COMPETENCIES:

Demonstrated ability to;

- Interpret and translate statutory and technical requirements and data into management plans and strategies that can be readily implemented and maintained. develop and deliver Environmental Management and Safety Management Systems
- Plan and manage multiple projects/tasks whilst maintaining project discipline and governance, and providing required reports and information with speed and accuracy.
- Manage and administer contracts.
- Enhance environmental projects and programs with community information and education that engage and motivate target audiences.
- Analyse complex information and make sound recommendations.
- Communicate effectively and to a high standard across all levels of Council and with a

range of community groups and stakeholders.

- Be self motivated and possess strong initiative to achieve positive service delivery and health safety and environmental outcomes.
- Use the Microsoft office suite of software programs.
- Provide excellent customer service and delivery 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 to deliver quality outcomes.
- 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

- Tertiary qualification in Environmental Engineering, Environmental Science and/or equivalent extensive experience in the environmental or waste management industries.
- Experience in implementing and delivering environmental management systems that support regulatory compliance and levels of service.
- Knowledge and experience in Integrated Management Systems in the areas of Environment, Health and Safety and Quality management systems.
- Experience in developing grant applications, managing funding agreements and delivering projects in accordance with requirements.
- Sound knowledge of contemporary environmental issues in the areas of sustainability and natural resource management in the context of resource recovery service delivery.
- Ability to work independently, maintain plans and records, and prepare required reports.
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated high level computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint) with particularly high level skills in Excel.
- Demonstrated ability to learn and utilise a range of software systems and manipulate, interpret and analyse complex data.
- Current Drivers Licence.

Preferred Criteria

- Demonstrated working experience of NSW Environmental legislation and regulatory frameworks as they pertain to transfer station, landfill and resource recovery service delivery.
- Sound understanding of ISO14001 and AS/NZS 4801 environment and health safety management systems.
- Demonstrated commitment to and understanding of process improvement and sustainability principles.
- Experience in landfill closure and leachate management projects

PRESENT OCCUPANT: _____

SIGNATURE: _____

SUPERVISOR: Team Leader Resource Recovery Quarry

SIGNATURE: _____