



Position Description

Non-supervisory Employees

Position Title	Environmental Audit Officer
Section	Natural Resource Management
Division	Development and Environment
Reports to	Natural Resources Manager
Grade	11
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

The purpose of the role will be to deliver on ecological restoration targets through the auditing and monitoring of environmental agreements including vegetation management plans, koala plans of management, offset agreements and biosecurity undertakings.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Monitoring, auditing and ensuring compliance of all external vegetation management contracts (VMP's and Offset agreements)
- Monitoring, auditing and ensuring compliance of all internal and external Koala Plans of Management.
- Monitoring, auditing and ensuring compliance of representative number of internal PMHC infrastructure projects which have required approval under Part 5 EP&A Act.
- Conduct follow-up inspections to monitor progress and ensure compliance with Biosecurity advice, undertakings and directions as required.
- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 28/09/2020

Group Manager

Environment & Regulatory

Date 29/09/2020

Director

Development & Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
