



Position Description

Non-supervisory Employees

Position Title	Environmental Projects Officer - Coast and Estuary
Section	Natural Resource Management
Division	Development and Environment t
Reports to	Coast, Estuary and Flood Coordinator
Grade	13
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

The purpose of the role will be to coordinate projects in the area of Coast and Estuaries within the strategic direction of Port Macquarie Hastings Council, and to provide specialist advice in relation to Coast and Estuary Management.

Position specific responsibilities

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

- Development, review and reporting of Coastal Management Program
- Coordinate the Implementation of Coastal Management Program according to agreed program/budget.
- Preparation and submission of Coast and Estuary grant applications.
- Administer tendering process to engage consultants/contractor
- Supervise consultants/contractors
- Provide technical advice and support to all Council sections on coast, estuary management.
- Review, assess and condition all Development Applications (DA) relating to coast and estuary matters.
- Preparation of planning approval documents for coast and estuary works as directed.
- Assist with the review of the Council policies relating to coast and estuary works.
- Prepare reports as required for the Coast, Estuary, and Flood Subcommittee
- Undertake referrals in accordance with Part 4 and Part 5 Review of Environmental Factors as per the Environmental Planning and Assessment Act 1979, associated Regulation and other statutory requirements as appropriate
- 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
