



# Position Description

Non-supervisory Employees

<b>Position Title</b>	Environmental Projects Officer - Flooding
<b>Section</b>	Natural Resource Management
<b>Division</b>	Development and Environment
<b>Reports to</b>	Coast, Estuary and Flood Coordinator
<b>Grade</b>	14
<b>Employment Status (FT/PT/Casual/Temp)</b>	FT

## Position purpose

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

## Position specific responsibilities

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

- Develop and implement flood management plans according to agreed program/budget.
- Preparation and submission of floodplain grant applications.
- Preparation of flood management works in the annual operational plan.
- Administer tendering process to engage consultants/contractor
- Supervise consultants/contractors
- Provide technical advice and support to all Council sections on flooding related matters.
- Review, assess and condition all Development Applications (DA) relating to flood matters.
- Preparation of planning approval documents for flood works as directed.
- Assist with the review of the Council policies relating to flood 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
<b>Communication</b>	<ul style="list-style-type: none"><li>• I communicate with respect</li><li>• I constructively contribute to team meetings, toolbox talks and conversations</li><li>• I share information and ideas with colleagues</li><li>• I ask questions if I don't understand</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• I always work in a safe manner, looking after my own safety and the safety of those around me</li><li>• I am responsible for my own actions</li><li>• I take initiative to progress my own work</li><li>• I follow through on my work commitments</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• I treat others with respect</li><li>• I complete my work to the best of my ability</li><li>• I take pride in my work</li><li>• I am flexible and responsive to changing work priorities and issues</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I act honestly</li><li>• I understand and follow the law, rules, policies, guidelines and the Code of Conduct</li><li>• I treat others the way I wish to be treated</li><li>• I contribute positively to our work</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I look for, and am open to, new and better ways of doing things, together</li><li>• I am an engaged and enthusiastic team player</li><li>• I step in to help others when workloads are high</li><li>• I cooperate with my team members and supervisors</li></ul>



### Document Endorsement

**Date** 28/09/2020                      **Group Manager** Environment and Regulatory Services

**Date** 21/1/2021                      **Director** Development and 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** \_\_\_\_\_