



Environmental Scientist - Ecology

POSITION PROFILE

Division	Shire Planning	Status	Temporary Full-time
Unit	Environmental Science	Salary Grade	
Reports to	Manager, Environmental Science	Reviewed	March 2021

STRATEGIC INTENT

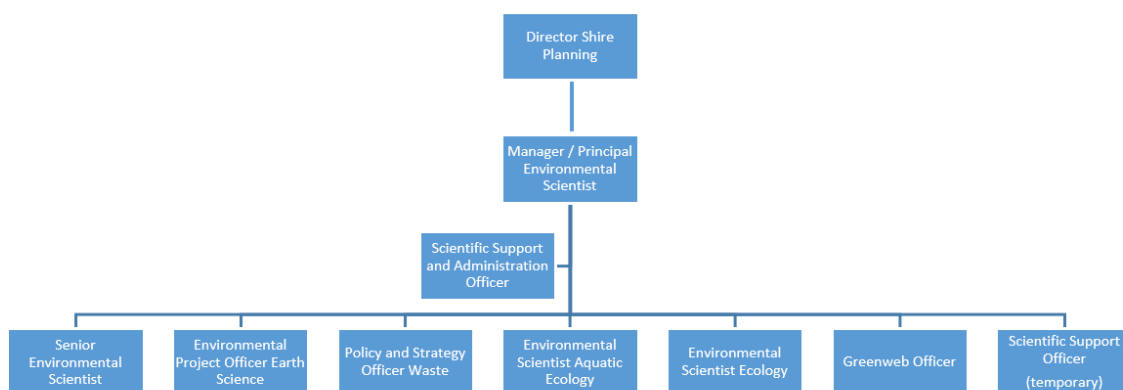
To assist in the protection of the Shire's unique natural environment.

POSITION PURPOSE

The purpose of the position is to:

1. Assist the Principal Environmental Scientist in researching, developing, reporting and implementing policies, programs and strategies to protect the Shire's environment and the health of its residents with an emphasis on ecology and biodiversity. Input into other areas of environmental science will be required from time to time to ensure unit projects are completed as scheduled.
2. Provide specialist environmental advice and support to Council staff and its organisation and specific groups within the community, in the areas of ecology, biodiversity management and protection of the environment as required, including input into development applications and strategic plans.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Develop and implement ecological field surveys, monitoring and reporting programs as required.	<ul style="list-style-type: none"> ▪ Satisfactory completion of monitoring and reporting in a timely manner.
Provide advice, guidance and assistance (when requested) to other Department and Division staff as required.	<ul style="list-style-type: none"> ▪ Broad acceptance by the Division and Organisation of environmental scientific advice provided on request.
Answer enquiries from Councillors and members of the public and respond to CRMS as directed by the Principal Environmental Scientist.	<ul style="list-style-type: none"> ▪ Satisfactory response to enquiries within a timely manner.
Manage relevant projects (e.g. Grey-head Flying-fox camp management), liaise with Council staff and supervise contractors and volunteers as per the project requirements.	<ul style="list-style-type: none"> ▪ Satisfactory completion of projects within agreed timeframe and budget.
Be responsible for the management of relevant project budgets.	<ul style="list-style-type: none"> ▪ Funds are accurately accounted for and projects managed within budget expectations.
Prepare reports to other departments and divisions, providing expert environmental input to plans, policies or applications as required.	<ul style="list-style-type: none"> ▪ Satisfactory completion of report within agreed time frame identified in operational plans.
Attend meetings of Council and its committees and public meetings as required by the Principal Environmental Scientist.	<ul style="list-style-type: none"> ▪ Attendance at required meetings and provision of information as appropriate.
Create, apply for and administer grant funding as required, including timely reporting and accurate record keeping.	<ul style="list-style-type: none"> ▪ Grants successfully achieved and appropriate documentation provided to grant provider within agreed time frame.
Implement relevant projects and programs under the supervision of the Principal Environmental Scientist.	<ul style="list-style-type: none"> ▪ Satisfactory completion of projects within agreed timeframe and budget.
Develop and implement new environmental programs and identify new emerging trends as directed by the Principal Environmental Scientist.	<ul style="list-style-type: none"> ▪ Satisfactory implementation of program within agreed time frame identified in operational plans.
Carry out, supervise and co-ordinate research projects of the unit under the supervision of the Principal Environmental Scientist.	<ul style="list-style-type: none"> ▪ Satisfactory completion of projects within agreed timeframe.

Assist the Principal Environmental Scientist to conduct public meetings relevant to environmental issues as required.	<ul style="list-style-type: none"> ▪ Favourable community response to environmental policies and programs for which the staff is principally responsible.
Prepare and present expert evidence in the Land & Environment Court as required.	<ul style="list-style-type: none"> ▪ Evidence and information readily accepted by Court and Commissioner
Other duties as required.	<ul style="list-style-type: none"> ▪ Duties completed to the satisfaction of the Principal Environmental Scientist.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in environmental science, ecology or related field. • Class C drivers licence.
Experience or Skills	Essential Experience	<ul style="list-style-type: none"> • A minimum of 1- 3 years post graduate experience in an ecology-based role. • Demonstrated ability to develop and implement biodiversity monitoring, sampling or survey programs including reporting and field work. • Ability to effectively liaise with government staff and other public and private enterprises, special interest organisations and the public. • Experience in researching and determining development impacts. • Familiarity with BDAR and BOS process and requirements.
	Desirable Qualifications	<ul style="list-style-type: none"> • Post-graduate qualifications in a related field. • OEH-approved flying-fox expert.
	Desirable Experience	<ul style="list-style-type: none"> • Demonstrated ability to monitor and manage Grey-headed Flying-fox camps. • Demonstrated ability to create, apply for and administer grant programs. • Experience applying Biodiversity Assessment Methodology. • ABLV-vaccinated with current titre levels (or willingness to obtain). • Knowledge of Federal and NSW environmental legislation and Threatened Species licencing requirements. • Experience using Council software systems, including Objective, T1, and mapping programs Geocortex and/or ArcGIS. • Experience conducting community consultation and engagement.

CORE CAPABILITIES

Attributes

- **Decision making:** Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them
 - **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them
 - **Critical thinking:** Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders
 - **Communication skills:** able to articulate complex and technical matters in simple terms
 - **People skills:** empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary
 - **Team focussed:** Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community ▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	No direct reports, Unit structure attached
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulations, processes and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

- Full-time 35 hours per week.
- Employment conditions are in accordance with Core enterprise Agreement covering full-time staff.