

Position Description

Coordinator Environmental Services

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: July 2021

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

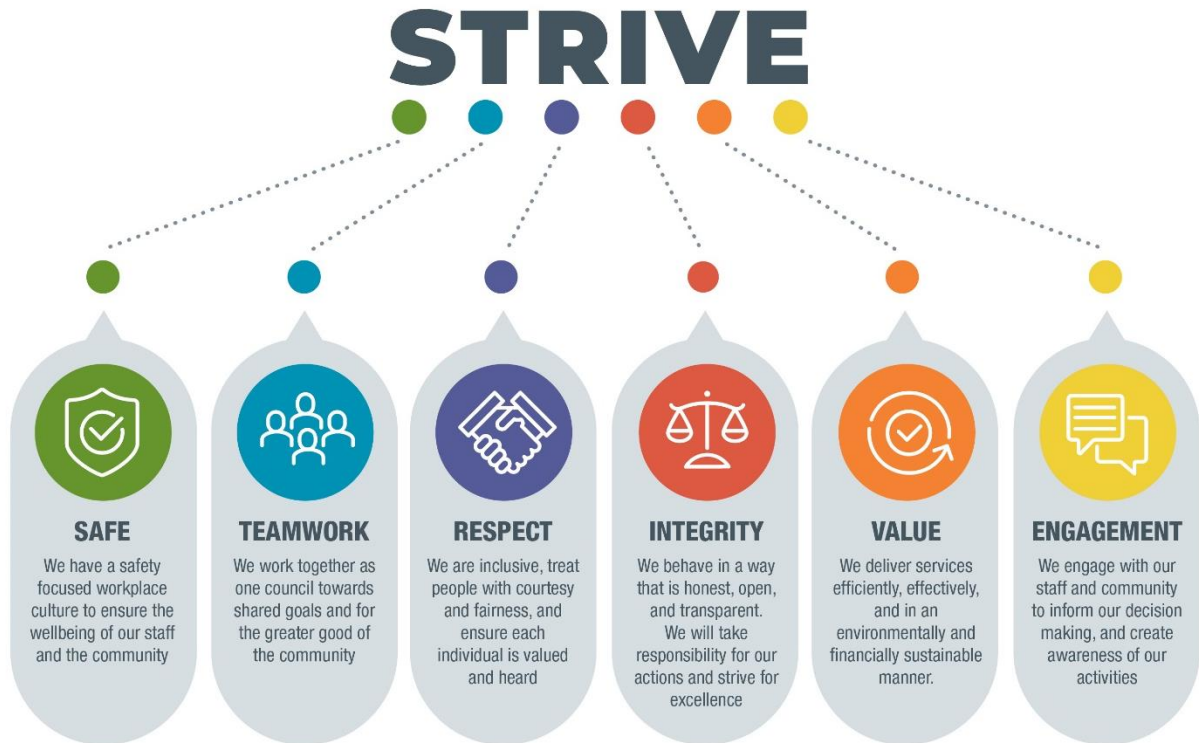
Directorate:	Environment & Planning
Section/Unit:	Environment & Regulatory Services
Team:	Environment & Regulatory Services
Work base:	Grafton, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Manager Environment & Regulatory Services
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Supervision of the Environmental team
Internal contacts:	All Council Sections
External contacts:	General public, government agencies, consultants, developers, special interest groups

Vision, mission and values

Our vision: To make the Clarence Valley a community full of opportunity

Our mission: To plan and deliver services valued by the community

Our values: the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Physical requirements of the position

Frequent use of computer keyboard

Physically capable of carrying out site inspections, walking on uneven ground and up and down slopes

Frequent driving

Occasional lifting and carrying of environmental monitoring and sampling equipment (non bulky, up to 5kg)

Purpose of the position

To assist the Manager Environment and Regulatory Services in providing effective and efficient health and environmental service delivery

To provide timely, accurate and succinct information on environmental health and environmental services issues in accordance with Council policy and legislative requirements

To assist in formulation of policy and strategic goals for the Environment and Regulatory Services team

Purpose of the position

To take a proactive role in identifying key sustainability, environmental and public health issues for the community and Council

Major duties and responsibilities

Provide leadership, coordination and strategic technical support within legislative requirements, and the policy, standards and budgetary framework set by Council and consistent with the objectives of Council's Operational Plan to staff undertaking the day to day activities in the program areas of:

- On-site wastewater management,
- Public and environmental health – for example food inspections, air, noise and water pollution
- Environmental planning and assessment,
- Environmental compliance auditing and monitoring, and
- Other environmental disciplines as required

Coordinate environmental officers who undertake contaminated land assessments and maintain the contaminated land register and provide advice on options for remediation in accordance with Council policy and relevant legislation.

Oversight of the implementation of the On-site Wastewater Management Strategy and provide reporting to the Executive on progress

Ensure that Development Application referrals (DA's) are assessed and determined within agreed timeframes in accordance with the Local Government Act, Protection of the Environment Operations Act, Food Act and Environmental Planning & Assessment Act, relevant to legislation and Council policies etc.

Provide plain-English verbal and written professional advice to the:

- Community regarding environmental and compliance issues
- Other staff across Council to inform decision making, Council reports and court proceedings
- The Executive and leadership team to ensure that environmental risks are being appropriately managed and Council's environmental obligations are being met.

Ensure personal knowledge and training in relevant legislation, practices and issues are maintained.

Provide for the sourcing of funding (grants, etc.) for the delivery and implementation of Environmental Services projects and outcomes consistent with the Council policy.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications or equivalent in Environmental Planning or Management, Science, Health, or similar; or equivalent relevant industry knowledge

Extensive detailed knowledge of environmental health or sustainability issues

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Essential selection criteria

Demonstrated extensive experience in environmental health or sustainable service program delivery or environmental planning and assessment or a related discipline

Demonstrated strong leadership and staff supervisory skills

Demonstrated strong conflict resolution skills

Position related skills

General computer literacy including basic proficiency in Microsoft Word and email and internet programs

Demonstrated well developed written and verbal communications skills

Demonstrated well developed negotiation skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Postgraduate qualifications in Environmental Science, Health or Management or equivalent

Well developed knowledge and demonstrated experience with the Protection of the Environment Operations Act 1997, Environmental Planning and Assessment Act 1979 and the Local Government Act

Sound knowledge of the Public Health Act 1991, Food Act 2004 and the NSW Plumbing Code of Practice

Licences/tickets, clearances, membership

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Other features of this position may include

May be required to represent Council in forums or public meetings from time to time.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Generic performance requirements

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee
