

POSITION DESCRIPTION

Position Title:	Environmental Compliance Officer	Reports to:	Local Laws Coordinator
Department:	Environmental Services	Directorate:	Communities, Planning and Environmental Services
Stream:	Stream A admin	Pay Level:	Level 4 (Division 2 - Section 1) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Environmental Services department falls within the Communities, Planning and Environmental Services directorate and plays a critical role in delivering on the liveability of our region. The Regulatory Services, Local Laws and Waste Management teams cover a diverse range of roles and responsibilities from ensuring food and public health safety, investigating environmental nuisance and pollution incidences, animal control, pest management, environmental sustainability programs and planning and building compliance.

Furthermore, the department delivers all aspects of waste operations including roadside collections, waste facilities, investigating waste minimisation and resource recovery opportunities and the strategic management of waste in Southern Downs.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | One Region, One Team | Lead by Example | Service Excellence | Our People, Our Strength

1.3 THE OPPORTUNITY AND JOB ROLE

Assist in building the capacity of the Southern Downs community to develop improved environmental outcomes.

Ensure compliance action in relation to third party activities in accordance with Biosecurity Act 2014, Nature Conservation Act 1992, Environment Protection and Biodiversity and Conservation Act 1999, Planning Scheme and Local Laws.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles.
- Implementation of strategy and initiatives in a broad range of services and operations related to environmental management.
- Assist in the implementation and coordination of Council's Invasive Pests Strategic Plan and Environmental Sustainability Strategy and lead the delivery of related projects and activities.
- Work within budget allocations and assist with the preparation of cost estimates for future projects or activities.
- Interpret and analyse data for the preparation of ecological and corridor mapping designed to improve biodiversity understanding in the region, assist with referrals, decision notices, and compliance actions relevant to the management of flora and fauna.
- Monitor and undertake compliance action in relation to third party activities that impact on the environment in relation to flora, fauna and pest management.
- Regularly undertake general inspections of properties to enforce compliance with the relevant Acts; Biosecurity Act 2014, Regulations and Local Laws including the presentation of materials for prosecution of offences and electronic of pest plant locations.
- Encourage the implementation of best practice techniques and methodologies as they relate to environmental management across the organisation and create partnerships within the community and across government.
- Provide briefings and advice to internal and external stakeholders in relation to environmental functions to ensure issues are adequately considered in core business decisions.
- Develop and implement changes to administrative procedures and contribute to interpretation of administrative matters for which there are no established practices or procedures.
- Prepare applications for grant funding related to the delivery of sustainability and environmental programs, and where funds are secured administer the implementation and acquittal of the grant.
- Build and maintain relationships with external stakeholders to support the delivery of projects with environmental outcomes.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Extensive knowledge of contemporary environmental issues, strategies for their management and an understanding of the regulatory framework within which they are managed.
2. Well-developed communication, networking and interpersonal skills demonstrating an ability to engage with a wide range of stakeholders.
3. Extensive knowledge of relevant legislation and statutory requirements related to environmental (flora, fauna, invasive pests) matters, approvals and compliance action.
4. Demonstrated ability to manage time effectively to achieve outcomes within required timeframes.
5. High-level computer skills and experience in current office computer programs and systems, including the use of GIS.
6. Demonstrated ability to work as part of a team and autonomously to achieve results.
7. Knowledge of workplace health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role.
- A white construction card or the ability to obtain one is a mandatory requirement for this role.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Relevant qualification(s) of at least diploma level in Environmental Science or a related field(s).
- Commercial Operator's Licence.
- 1080 Licence (Flouroacetic Acid and Strychnine for Vertebrate Pest Control).

1.11 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Q Fever AND Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

PROBATION PERIOD

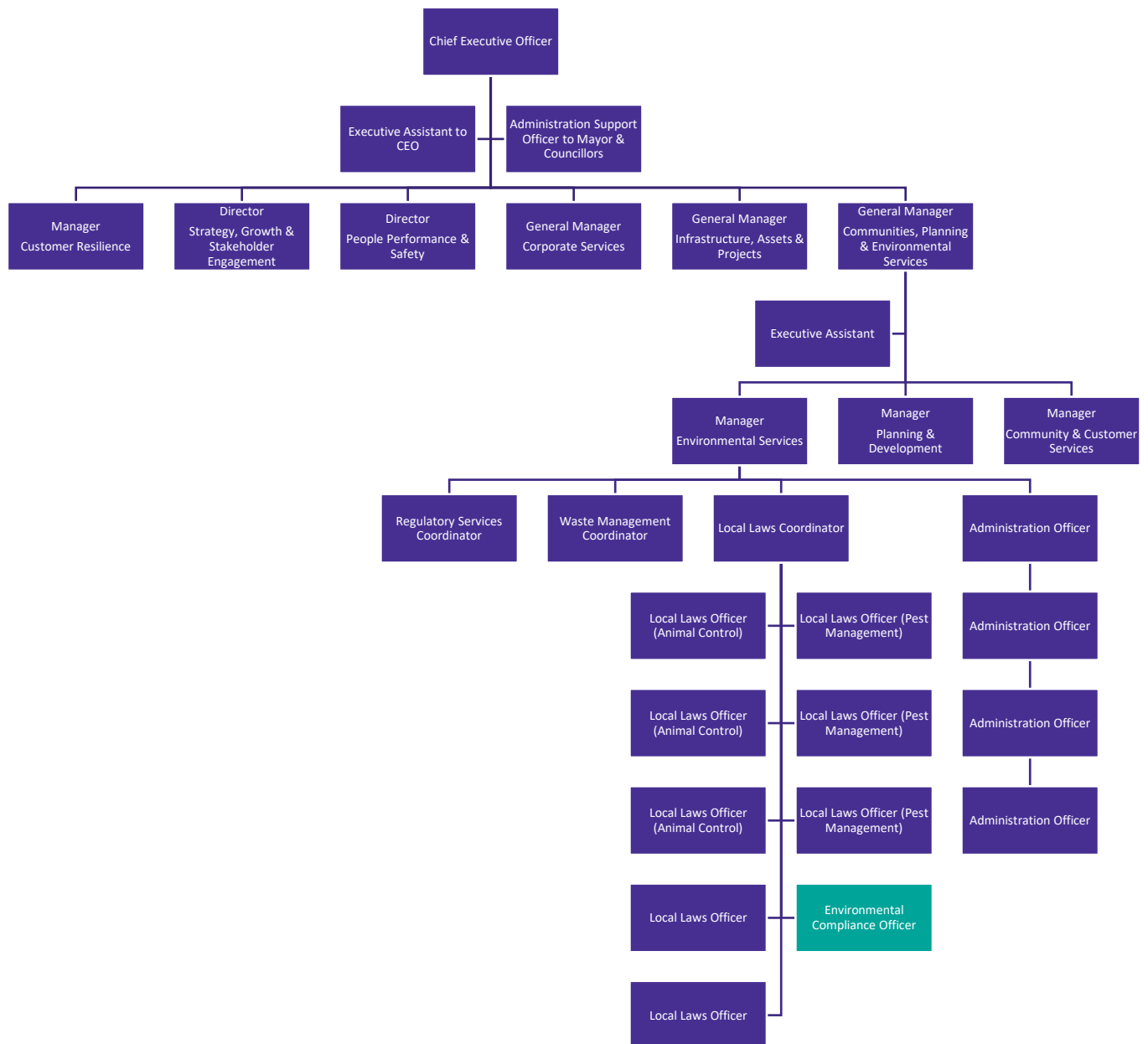
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.