



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION:	Environmental Officer
EMPLOYMENT STATUS:	Full Time (Maximum Term)
AWARD CLASSIFICATION:	Level 4 Queensland Local Industry (<i>Stream A</i>) Award 2017 In conjunction with Mount Isa City Councils Certified Agreement
DEPARTMENT:	Corporate and Community
SECTION:	Environmental Services

POSITION OBJECTIVE

- To proactively facilitate and assist in the efficient and effective implementation of Council's Environmental Management Plan and Environmental Authority obligations and requirements.
- To initiate and participate in projects designed to promote environmental sustainability across Council operations and projects.
- To promote high standards of environmental management and awareness amongst Councillors, staff and the community.

ORGANISATIONAL RELATIONSHIPS

Reports to: Environmental Services Coordinator

Supervises: None

REQUIREMENTS OF THE POSITION

Skills, Knowledge and Experience

- Knowledge of principles and practices of environmental management
- Appreciation and knowledge of relevant legislation and policies pertaining to environmental management and ability to interpret and apply that information.
- Demonstrated experience in managing public education and awareness programs, including community liaison and the facilitation of workshops and meetings.
- Experience and knowledge in preparation of both technical and policy-oriented reports, particularly the ability to synthesise data and other information into clear conclusions and recommendations.
- Knowledge of and experience with various computer programs pertinent to the requirements of the position, including data base, GIS, presentation (PowerPoint), word processing, spreadsheet and publications programs.
- Skills in the preparation of accurate minutes and agendas.
- High level written communication skills including preparation of complex, sensitive material
- Intermediate project management.
- Application of environmental risk assessment
- Comprehension and critical evaluation of technical information and data.
- Conduct personal and site safety risk assessments
- Emergency and incident response management
- Apply correct sampling and measurement methods and procedures

- Apply correct monitoring methods and procedures
- Use of spatial information systems.

Qualifications

- Bachelor of Environmental Science or a closely related University degree (undergraduate and/or postgraduate) from a recognised tertiary institution in environmental management or other related disciplines may be considered.
- Minimum "C" class manual driver's licence or ability to acquire a licence prior to officially commencing in the role;
- Possession of a current 30215 Queensland General Safety Induction (Construction Industry White Card) or acquire upon commencement;

Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

General

- Communicate low risk and low impact environmental performance issues and concerns arising from Council operations as directed.
- Prepare for review written correspondence for a variety of audiences including briefing notes, reports, statutory notices, alerts and information documents.
- Actively participate in team planning, discussions and debriefings; and
- Assist with development, monitoring and review of Council's Environmental policies, systems and procedures;
- Deliver efficient environmental management throughout Council operations and projects
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Treat all matters with high level of confidentiality
- Adhere to or follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

Environmental Monitoring

- Participate in site inspections including planning and conducting site inspections, assisting in gathering evidence to support enforcement actions, and making recommendations to management on environmental issues; and
- Respond to and investigate environmental complaints and environmental incidents to achieve environmental outcomes.
- Compile water quality monitoring and sampling results;
- Contribute in preparation of quarterly water quality monitoring reports.
- Contribute to the development of operational policy;
- Conduct on-site assessments of Council devolved environmental relevant activities (ERA);
- Respond to customer inquiries, compliance reports or internal searches;
- Carry out complaint investigations involving dust, noise, and odour or water pollution under the EP Act 1994;
- Assist with / prepare monthly and annual environmental reports and reply to correspondence;
- Create quarterly reports for council's water quality monitoring program.

Compliance with Internal ERAs and EMP

- Carry out relevant inspections and investigations of Council ERAs pursuant to the relevant health and environmental protection legislation in a professional and timely manner;
- Participate in preventative and targeted compliance activities including planning and conducting site inspections, gathering evidence to support enforcement actions, and making recommendations to management on environmental issues.
- Conduct environmental risk assessment of sites Using Council's compliance and risk evaluation tool
- Contribute to identifying clusters of environmental issues and make recommendations for targeted compliance programs and contribute to identifying, analysing and solution design for environmental problems (environmental problem solving).
- Respond to and investigate environmental complaints and environmental incidents to achieve environmental outcomes.
- Use statutory tools and make recommendations for enforcement action in accordance with legislative enforcement guidelines; and
- Support the assessment and conditioning of applications for environmental approvals under relevant legislation
- Maintain the delegations register and tracking of all requirements.

Physical Requirements

- It is an inherent requirement of the position to be able to occasionally lift weights up to 3 kg;
- Work outdoors in all weather conditions;
- Sit continuously for extended periods of time;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

- Undertaking site inspections of Council ERAs including Sewage Treatment Plant, landfill, and all Environmentally Relevant Activities in the community including activities where there is likelihood of environmental harm.
- Adherence to and assist in developing effective procedures and practices;
- Provision of comprehensive and accurate reports of Environmental services that will successfully enable council to take corrective actions and environmental legislation enforcement;
- All assigned tasks are conducted in a timely and effective manner;
- Reports are clearly and concisely written on time;
- Environmental complaints received from members of the public are promptly investigated to ensure issues and problems are effectively addressed;
- Targets as outlined in a Performance Review are achieved;
- Develops, Promotes and complies with Council policies and procedures.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Policy;
- Authorise timesheets and leave for Section employees within the approved budget
- Other delegations as determined by the CEO or Council.

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;

- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safe plan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Councils WH&S Officer and Supervisor.

GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

SELECTION CRITERIA – Environmental Officer

SELECTION CRITERIA		WEIGHTING (%)
SC1	Degree in Environmental Science or a related field and or substantial experience in the fields in environmental management or related field.	20
SC2	Demonstrated ability and experience in environmental monitoring programs, operational management plans and procedures to improve environmental performance.	30
SC3	Ability to plan and prioritise a demanding workload, along with resourcefulness and initiative to complete objectives within given timelines.	15
SC4	Knowledge of environmental legislation relevant to Local Government or similar environmental legislative framework and the ability to apply this knowledge.	20
SC5	High level competency in written and communication skills.	15

AUTHORISATION

Director: Chileya Luangala

Signature: _____

Date: ____ / ____ / ____

Date originated: 12 April 2019

Date reviewed: 04 October 2019

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Environmental Officer Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____