

Environmental Officer

Position Outline

Position	Environmental Officer
Work Location	23 West Street, Council's Administration Building
Directorate	Community Services
Section	Environmental Services
Reports to	Coordinator, Environmental Services
Annual Salary Band	\$82,801.00 - \$88,164.00
Classification	Level 4, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

This position is to proactively facilitate and assist in the efficient and effective implementation of Council's Environmental Management Plan and Environmental Authority obligations and requirements. The Environmental Officer responsible for the initiatives and participation in projects designed to promote environmental sustainability across Council operations and projects. Additionally, the Environmental Officer promotes high standards of environmental management and awareness amongst Councillors, staff, and the community.


POSITION REQUIREMENTS

- Degree in Environmental Science or a related field and or substantial experience in the fields in environmental management or related field.
- Demonstrated ability and experience in environmental monitoring programs, operational management plans and procedures to improve environmental performance.
- Ability to plan and prioritise a demanding workload, along with resourcefulness and initiative to complete objectives within given timelines.
- Knowledge of environmental legislation relevant to Local Government or similar environmental legislative framework and the ability to apply this knowledge.
- Proven experience in adherence to confidentiality requirements and provision of strong written and verbal communication skills.

KEY RESPONSIBILITIES

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

- Communicate low risk and low impact environmental performance issues and concerns arising from Council operations as directed.
- Prepare, contribute to, and review written correspondence for a variety of audiences including briefing notes, reports, statutory notices, alerts, and information documents.
- Assist with development, monitoring and review of Council's Environmental policies, systems, and procedures.
- 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.

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- Respond to customer inquiries, compliance reports or internal searches and investigate environmental complaints and environmental incidents to achieve environmental outcomes.
 - Compile water quality monitoring and sampling results and contribute to quarterly water quality monitoring reports.
 - Conduct on-site assessments of Council devolved environmental relevant activities (ERA).
 - Carry out complaint investigations involving dust, noise, and odour or water pollution under the EP Act 1994.
 - 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 and contribute to identifying clusters of environmental issues, making recommendations for targeted compliance programs which contribute to identifying, analysing and solution design for environmental problems.
 - Use statutory tools and make recommendations for enforcement action in accordance with legislative enforcement guidelines.
 - Support the assessment and conditioning of applications for environmental approvals under relevant legislation.
 - Adhere to or follow any other lawful and reasonable directives provided by your Supervisor or more senior officer.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

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.
- 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.
- Environmental complaints received from members of the public are promptly investigated to ensure issues and problems are effectively addressed.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	12 April 2019
Reviewed Date	7 June 2024
Contact	Maurice Thompson – Coordinator, Environmental Services
Closing date	30 June 2024