

## POSITION DESCRIPTION

<b>POSITION:</b> Environmental Project Officer	
<b>DIRECTORATE:</b> City Infrastructure	<b>GROUP:</b> N/A
<b>SECTION:</b> Asset Services	<b>REPORTS TO:</b> Section Leader Asset Services
<b>GRADE:</b> H	<b>EMPLOYMENT TYPE:</b> Full-Time
<b>HOURS/WEEK:</b> 35	<b>POSITION No.:</b> 839, 1173
<b>DATE:</b> January 2025	

### OUR VISION

*“Empowering the community and visitors to enjoy and grow our opportunities”.*

### OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

### THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

## **THE SECTION**

Our Asset Services Section is responsible for surveying, undertaking civil designs and preparing environmental and associated approvals for infrastructure projects, as well as providing asset data support services to the organisation.

## **POSITION OBJECTIVES**

The Environmental Project Officer will lead and drive environmental compliance for the City of Coffs Harbour's infrastructure projects. This role involves supporting stakeholders in interpreting environmental legislation to ensure compliance throughout all project stages. Additionally, the officer will contribute to the establishment of a high-performance organisation by developing people and processes, ensuring sustainability, and fostering continuous improvement.

## **KEY ACCOUNTABILITIES**

### **Work Health & Safety (WHS)**

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

### **Customer Service**

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

### **Community Engagement**

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

### **Learning and Development (L&D)**

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

### **Sustainability**

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

### **Continuous Improvement**

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

### **Organisation Support**

- Support the leadership and management by:
  - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
  - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
  - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
  - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
  - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

## **KEY AREAS OF RESPONSIBILITY**

- Champion best practice management for environmental and cultural compliance.
- Provide guidance and advice to various internal and external stakeholders to interpret and maintain compliance with environmental and cultural heritage legislation.
- Assist various internal and external stakeholders with environmental studies and project reporting as needed.
- Support the City's Project Managers, Strategists and Planners in the delivery of maintenance and capital works programs by including but not limited to; undertaking initial environmental assessments, conducting onsite audits, obtaining all relevant environmental approvals and permits needed to see the works programs through to final close-out.
- Prepare and review Part 5 Assessments (Review of Environmental Factors (REF)) in accordance with the Environmental Planning and Assessment Act.
- Monitor and provide guidance on the implementation of Vegetation Management Plans (VMP).
- Prepare Cultural Heritage applications and due diligence documents as needed.
- Facilitate and maintain proactive and positive working relationships with key internal and external stakeholders.
- Maintain awareness, understanding and compliance of State and Commonwealth environmental legislation.
- Maintain professional relationships with Key Project Stakeholders.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

## **KEY RELATIONSHIPS**

### Internal

- Section Leader Asset Services
- Environmental Project Officer(s)
- Project Management staff
- Biodiversity, Coastal and Flooding team
- Infrastructure, Construction and Maintenance
- Asset Services staff
- City of Coffs Harbour Leadership team.

### External

- Fisheries DPI (Department of Primary Industries)
- SIMP (Solitary Islands Marine Park)
- NPWS (National Parks and Wildlife Services)
- LALC (Local Aboriginal Lands Council)
- External consultants.

## **OTHER POSITION REQUIREMENTS.**

- Based on a 35 hour week, the ordinary hours of work will generally be between 06:00 and 19:00 Monday to Sunday. Actual start times and finish times within this span will be arranged with your People Leader. Ordinary hours worked outside this span as agreed will attract the appropriate shift penalty in accordance with the Award and the City's procedures.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
  - First Aid Allowance
  - Fire Warden Allowance
  - Meal Allowance
  - Travel Allowance.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrilla Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

## **QUALIFICATIONS/LICENCES/EXPERIENCE**

### Essential

- Bachelor's degree in environmental science or related discipline
- Solid experience in environmental assessment and management of environmental and cultural heritage issues
- General Construction Induction Training (Whitecard)
- Current Class C Drivers Licence.

### Desirable

- Previous experience in Local Government
- Experience with TechnologyOne software
- Experience in managing ecological plans.

## **CAPABILITIES**

- Demonstrated knowledge and experience in interpreting matters relating to relevant policies and legislations, in particular the NSW Environmental Planning and Assessment Act 1979.
- Demonstrated competence in research, time management and organisational skills.
- Highly developed communication (oral and written) and interpersonal skills with the ability to resolve conflict and negotiate satisfactory outcomes within the context of project and environmental management.
- Extensive experience in the use of Microsoft Word, Excel, Teams and Mapping systems.
- Knowledge of project management principles
- Problem solving capabilities and high-level interpersonal skills.

## Position Demands Analysis

### Environment Project Officer

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All lifting to be undertaken using effective risk based manual handling techniques</i>					
Sedentary work lifting 0 - 4.5kg	3	Elevating arms above shoulder height	0	Climbing to access / exit excavations	0
Light work lifting 4.5 - 9.1kg	0	Extend arms for reaching	0	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	2	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	1	Balancing	0
Repetitive Lifting	0	Walking for extended periods	2	Hearing above background noise	0
Pulling Loads > 5kg	0	Walking on uneven ground	2	Depth perception	0
Pushing loads > 5kg	0	Frequent bending / stooping	1	Colour vision	0
Lifting with trunk twisting	0	Shovelling / digging	0	Fine manipulation	0
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	2	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	2	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours / Mists / Fumes	0
Liquids	0			Possible exposure to sharps	0
Herbicide spraying	0			Possible exposure to Q Fever	1
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	1
PHYSICAL/PSYCHOLOGICAL					
Inside work	2	Working near machinery	1	Slippery surfaces	1
Outside work	2	Operating machinery	0	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	1	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	1	Prolonged driving periods > 2hrs	1
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	0
Noisy work areas	1	Fatigue	0	Violence / aggression from animals / wildlife	1