

POSITION DESCRIPTION

POSITION: Team Leader Environmental Services	
DIRECTORATE: City Infrastructure	GROUP: N/A
SECTION: Asset Services	REPORTS TO: Section Leader Asset Services
GRADE: I	EMPLOYMENT TYPE: Fulltime
HOURS/WEEK: 35	POSITION No.: 1223
DATE: August 2026	

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

Lead and coordinate the delivery of environmental and cultural heritage assessment, approvals, compliance and advisory services to support City projects, ensuring alignment with legislative requirements, best practice standards, and organisational objectives, while leading the Environmental Project Services team and driving 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

- Lead and manage the Environmental Project Services team, fostering a culture of safety, accountability, high performance, and continuous improvement.
- Provide leadership and technical oversight to champion best-practice environmental and cultural heritage assessment, approvals and compliance across City infrastructure projects.
- Provide timely specialist advice to internal stakeholders on environmental and cultural heritage legislation, approval pathways, and compliance requirements.
- Coordinate and oversee the delivery of environmental assessments, approvals and permits, including preliminary environmental assessments and site inspections.
- Lead the preparation and review of Part 5 environmental assessments, including Reviews of Environmental Factors (REFs), in accordance with the *Environmental Planning and Assessment Act 1979 (NSW)*.
- Review Part 4 Environmental Impact Assessments (EIAs) prepared by others to ensure legislative compliance and provide specialist technical advice.
- Lead the preparation and review of cultural heritage due diligence assessments, permit applications and associated documentation.
- Oversee the development, implementation and monitoring of Vegetation Management Plans and associated compensatory measures.
- The ongoing compliance with relevant State and Commonwealth environmental and cultural heritage legislation, standards, and guidelines.
- Ensure environmental and cultural heritage documentation is prepared, reviewed and maintained in accordance with relevant legislative requirements, standards and organisational procedures.
- Build and maintain effective working relationships with internal stakeholders, regulatory agencies, Aboriginal stakeholders, consultants and contractors to support project delivery and compliance outcomes.
- Establish and maintain quality assurance processes to ensure the accuracy, consistency and audit readiness of environmental documentation.
- Contribute to strategic planning, performance reporting, and continuous improvement initiatives within the section.
- Contribute to service improvement initiatives, business planning and performance reporting within the Asset Services Section.
- 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 Officers (direct reports)
- City Infrastructure teams across relevant service areas
- Biodiversity, Coastal and Flooding team
- City staff.

External

- Fisheries DPI (Department of Primary Industries)
- SIMP (Solitary Islands Marine Park)
- NPWS (National Parks and Wildlife Services)
- LALC (Local Aboriginal Lands Council)
- Consultants and Contractors
- Community stakeholders, as required.

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, the ordinary hours of work will generally be between 6:00 and 19:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times;
 - Weekdays outside of 06:00 to 19:00 – 20%
 - Saturdays – 25%
 - Sundays – 50%.
- 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).
- 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 Yarrila 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 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 a related discipline.
- Demonstrated experience in environmental assessment and management of environmental and cultural heritage matters within a project or infrastructure environment.
- Demonstrated experience leading, supervising, or coordinating staff and/or projects.
- Demonstrated ability to interpret and apply environmental and cultural heritage legislation, including the Environmental Planning and Assessment Act 1979 (NSW).
- General Construction Induction (Whitecard).
- Current Class C Driver Licence.

Desirable

- Previous Local Government experience or a similar regulatory environment.
- Experience reviewing environmental assessment documentation, including Reviews of Environmental Impact Assessments.
- Experience developing or overseeing Vegetation Management Plans.
- Experience using TechnologyOne software.

CAPABILITIES

- Demonstrated ability to lead, support and develop a specialist technical team.
- High-level knowledge of environmental and cultural heritage legislation, assessment processes and approval pathways.
- Ability to interpret and apply legislation, standards and guidelines to infrastructure projects.
- Ability to provide credible, practical and timely technical advice to leaders, project teams and external stakeholders.
- Ability to coordinate multiple environmental work programs while ensuring quality, compliance and timely delivery.
- Ability to identify environmental and cultural heritage risks and recommend practical mitigation strategies.
- Ability to review technical documentation for accuracy, consistency, legislative compliance and audit readiness.
- Highly developed written and verbal communication skills.
- Well-developed analytical, problem-solving and decision-making skills.
- Commitment to continuous improvement and delivering high-quality customer-focused outcomes.

Position Demands Analysis
Team Leader Environmental Services

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					
All lifting to be undertaken using effective risk based manual handling techniques					
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	M/V Oils / Fuel		Possible exposure to sharps	0
Herbicide spraying	0			Possible exposure Q Fever	1
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	0	Exhaust fumes		Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
	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	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence/aggression from customers	1
Noisy work areas	1	Fatigue	0	Threat/attack from animals / wildlife	1