

We are currently seeking applications for an Environment Officer to join the Environmental and Health Services team.

About the role

The Environment Officer provides proficient and effective technical support and advice to Council and landholders in Burdekin Shire Region on environmental and reef conservation matters. The duties this includes are undertaking and assisting with the assessment, inspection and complaints of premises. It's not just about inspections though, the Officer also actively assists with the promotion and community education of public health and environment. The Environment Officer will also assist in updating Council's website and develop educational material. Therefore, we are looking for someone with excellent organisation skills, excellent verbal and written communication skills as well as a keen eye for detail.

Why work for us?

- 9-day fortnight (72.5hr fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary ranges from \$84,858pa to \$96,406pa with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **24/73 – Environment Officer** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 24/73, PO Box 974, Ayr Qld 4807

Applications close on Monday, 25 November 2024 at 9:00am.

For further information please contact the Coordinator Public Health and Environment – Preeti Prayaga on (07) 4783 9800.

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Bachelor's degree in environmental health (or environment).
2. Demonstrated knowledge of the duties that an Environment Officer working for Local Government performs.
3. Demonstrated sound level of interpersonal skills relating to negotiation, conflict resolution, decision making and problem solving.
4. Demonstrated sound written and reporting skills.
5. Demonstrated sound time management skills.
6. Experience in the use of computer systems especially Microsoft products such as Word, Excel and Outlook as well as Database systems.

Position Number	30163
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 5
Reports To	Coordinator - Public Health and Environment
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

Provide proficient and effective technical support and advice to Council and landholders in Burdekin Shire Region on environmental and reef conservation matters with a focus on environmental matters to achieve intended outcomes within Council’s Corporate Plan and work collaboratively across council providing advice and guidance in a professional manner.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council’s operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Undertake investigation, auditing, sampling and enforcement activities for compliance with relevant environmental legislation including preparation of appropriate Orders and Notices. Complete standard forms and prepare written correspondence, memos, reports, grant submission application, meeting agendas, minutes and action lists, media releases, procedures and educational material.
- Investigate and advise on environmental, community compliance and licensing issues in accordance with adopted policies and procedures.
- Coordinate an implement projects on reef guardian program, vegetation management, coastal management, biodiversity and sustainability initiatives.
- Assist with the assessment of environmental issues associated with development applications.
- In conjunction with senior staff, compile and update procedures for branch technical practices to reflect changes to legislation and best practice within the environmental, community compliance, licensing and investigation operational areas.
- Process applications for permits and licences and requests in accordance with adopted policies and procedures.
- Represent Council at meetings, forums, festivals, events as well as industry working groups and community consultations as required.
- Administer and maintain an up-to-date knowledge of legislation, Council Local Laws, policies and procedures including:

- *Food Act 2006*
- *Environmental Protection Act 1994*
- *Public Health Act 2005*
- *Public Health (Infection Control for Personal Appearance Services) Act 2003*
- *Waste Reduction and Recycling Act 2011*
- *Local Government Act 2009*
- Participate in disaster management planning as well as respond to disasters affecting the Shire or local area.
- Actively assist with the promotion and community education of public health, environment and Council issues including updating Council's website and developing educational material.
- Perform such other duties as directed from time to time by the Coordinator or Manager for which the employee is skilled, competent and trained.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general direction.
- Supervises other employees.

Extent of Authority

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems generally found in documented techniques, precedents, guidelines or instructions. Assistance is available when required.

Position Requirements

Knowledge

- Knowledge of work practices and procedures.
- Knowledge of relevant Councils local laws, and other legislation relating to Environmental Health.
- Knowledge of Council's organisational structure and the functions and interrelationships of other Departments.

Skills

- Computer literacy skills and experience with Microsoft Office suite of applications such as Word, Excel, Outlook.
- Sound time management and organisational skills.
- Sound written communication skills including letter writing and preparation of memos and reports.

- Sound verbal communication skills.
- Sound inter-personal communication skills.
- Sound negotiation and conflict resolution skills.
- Sound decision making and problem-solving skills.
- Skills in the use of a variety of technical equipment associated with Environmental Health duties.

Abilities

- Highly developed oral and written communication skills to compose reports, correspondence and process administrative work, facilitate community engagement to diplomatically deal with members of the public, clients and other Council Officers.
- Ability to assist in other areas of the Planning and Regulatory Services Department where directed.
- Significant experience in enforcement and interpretation including the ability to apply laws reasonably in an outcomes and education focussed manner, with some discretion.
- Significant experience in undertaking inspections, investigations and information collection in complex matters in relation to community compliance and licensing.
- Significant demonstrated knowledge of State environment legislation, Local Laws, work practices, policies, and established guidelines of the Planning and Regulatory Services Department.
- Demonstrated ability to work unsupervised with limited direction and exercise sound judgement in decision making and problem solving.
- Highly developed skills in participating in a multidisciplinary team within an environment of rapid change and to set work priorities, monitor workflows and initiate work autonomously.
- Ability to handle general queries and customer requests.
- Ability to use initiative to develop own work plans and outcomes in progressive years in the position.
- Ability to manage competing needs in the workplace.
- Ability to support environmental health team to ensure all required work functions are undertaken in required time frames.
- Willingness to learn and develop skills.

Other Requirements

- Immunisation record for Hepatitis A and Hepatitis B.
- Personal characteristics of honesty, integrity, adaptability, motivation and enthusiasm.
- Apply conditions of confidentiality to all work-related documents, situations and information.

Experience and Qualifications

- Bachelor's degree in the field of Environmental Health/Environment.
- Minimum of a 'CA' Class Queensland Driver's License.
- General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
- Authorised Persons and Local Government Worker Course.
- Department of Transport and Main Roads Working in Proximity to Traffic - Awareness Part 1 & 2.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.

- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, ECM DataWorks.
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.