



<b>Position Title:</b> <b>Section:</b> <b>Salary Point:</b>	Biodiversity Assessment Officer Strategy and Environment 14	<b>Position Description</b>  <b>Position No:</b> PSC961
<b>Position Objective</b>	The purpose of the Biodiversity Assessment Officer is to provide advice on development applications and planning proposals in relation to biodiversity and environmental matters. The position also provides advice in relation to biodiversity and environmental matters for Council operations.	
<b>Key Responsibilities</b>	Key responsibilities of the Biodiversity Assessment Officer include: <ul style="list-style-type: none"> <li>• Provide advice on development applications and planning proposals with respect to biodiversity and environmental management issues and compliance with relevant biodiversity and environmental legislation and policies, including the Port Stephens Council Comprehensive Koala Plan of Management</li> <li>• Provide advice on environmental impact assessment, environmental compliance and environmental management for Council operations, including the review of approvals and permit documentation as required by the Environmental Planning and Assessment Act 1979 and other relevant legislation</li> <li>• Assist in the development of plans, policies, programs and strategies relating to biodiversity and environmental matters</li> <li>• Provide technical advice on vegetation compliance matters, where required</li> <li>• Assist with tree permit applications, where required.</li> </ul>	
<b>Key Accountabilities</b>	The Biodiversity Assessment Officer is accountable for the following: <ul style="list-style-type: none"> <li>• Ensuring that advice provided to Council and the Community as it relates to environmental impact assessment, environmental compliance and environmental management takes a solution focused approach to development and the environment</li> <li>• Meeting agreed timeframes for the provision of natural systems services and advice regarding environmental impact assessment, environmental compliance, environmental management, Development Applications and Planning Proposals.</li> </ul>	
<b>Extent of Authority</b>	The extent of authority for this position is defined by the following: <ul style="list-style-type: none"> <li>• Delegations provided to the position under the <i>Local Government Act 1993</i></li> <li>• Tasks are generally performed under the general direction of the Environmental Planning Team Leader</li> <li>• Decisions are made within the scope of Council's established Policies, procedures and guidelines</li> <li>• Discretion is required.</li> </ul>	

<b>Judgement &amp; Decision Making</b>	<p>As defined by the Port Stephens Council delegations register. Tasks are performed under the general direction of the Environmental Planning Team Leader or Natural Systems Coordinator. Decisions and guidance undertaken from understanding of relevant legislation and broad Council policy direction. Position is required to inform future policy and strategic direction of Council in relation to natural systems management.</p>
<b>Skills, Knowledge &amp; Capacity</b> <i>(Essential and Desirable Criteria)</i>	<p><b>Organisational</b></p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to a customer service culture and delivery of quality service</li> <li>• Demonstrated commitment to of the Australian Business Excellence principles</li> </ul> <p><b>Interpersonal</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Demonstrated behaviours consistent with Council's values – Respect, Integrity, Teamwork, Excellence, and Safety</li> <li>• Proven ability to communicate effectively and positively to customers, stakeholders and community groups</li> <li>• Demonstrated negotiation and conflict resolution skills</li> </ul> <p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant Degree in Ecology, Natural Resource Management, Environmental Science, or demonstrated equivalent</li> <li>• Demonstrated knowledge of legislation relevant to the position, including Environmental Planning and Assessment Act, Biodiversity Conservation Act, Local Government Act and other environmental legislation</li> <li>• Demonstrated experience in the review of ecological/environmental impact assessment documentation under relevant legislation including Biodiversity Development Assessment Reports (BDAR) and Review of Environmental Factors (REF)</li> <li>• Demonstrated experience in conducting, preparing and reviewing flora and fauna assessments as they relate to the development and environmental impact assessment process</li> <li>• Demonstrated experience in the provision of practical, plain language advice to Council and the Community as it relates to environmental impact assessment, environmental compliance and environmental management</li> <li>• Computer literacy including Microsoft Office and use of GIS mapping systems.</li> <li>• Current drivers licence</li> <li>• Biodiversity Assessment Method (BAM) accreditation or willingness and ability to obtain (Desirable)</li> </ul>

<b>POSITION DESCRIPTION APPROVED</b>	
<b>Employee</b> _____	<b>Date</b> _____