



## Environmental Projects Support Officer

**Section:** Capital Works

**Salary point:** 15

**Position number:** PSC1204

**Last updated:** May 2025

## Position objectives

To support the management of Council's Capital Works program through the provision of high level advice and expertise in the areas of environmental impact assessment, environmental compliance and environmental management.

## PSC values



**Respect:** Creating a unique, open and trusting environment

**Integrity:** Being honest and taking responsibility for our actions

**Teamwork:** Working together as one Council to support each other

**Excellence:** Improving the way we work, to meet future challenges

**Safety:** Providing a safety focused workplace culture

## Key responsibilities

- Coordinate and develop environmental impact assessments, environmental compliance documentation and approvals or permit documentation for Council's Capital Works projects in a manner consistent with Council's Environmental Management System and statutory requirements
- Provide advice on Council's Capital Works projects in respect to environmental management issues and compliance such as permits, including the areas of environmental sustainability, biodiversity, water, landform and soils, heritage, noise and vibration, air quality, waste management and amenity
- To provide advice on preparation of project briefs and project scope of works agreements, and where required supervise and manage consultants and contractors engaged to perform environmental services for Capital Works

- Liaise with and manage key stakeholders to ensure the suitability of environmental impact assessments with relevant legislation and policy, accepted industry standards, specifications and client and customer requests
- Contribute to the development of Council's business and environmental management systems
- Effective management of enterprise risk in accordance with Council's risk management framework
- Continuous improvement using Business Excellence Principles
- Investigation and implementation of improved service delivery processes including group facilitation, consultation and adaptation of technology using Business Excellence Principles

## Key accountabilities

The role has substantial operational autonomy and delegations and is expected to vary strategies and practices to meet changing client needs, and can introduce limited or short term changes without approval.

## Extent of authority

This role is governed by clear objectives and budgets and is authorised to control resources engaged in the delivery of major construction projects, using the most effective available techniques consistent with Councils' Enterprise Agreement, Policies and Procedures, the Local Government Act and other relevant legislation.

## Judgement and decision making

Work assignments may require the modification or adaptation of established systems or operating plans or the relating of precedent to new situations. May be required to develop/modify systems, develop/modify broadly based operational policies, plan and organise large and complex operational programs or to interpret legislation.

## Skills, knowledge and capacity

### Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Understanding of the Australian Business Excellence philosophy
- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety
- Demonstrated commitment to completing and supervising tasks within time, cost and quality requirements
- Demonstrated commitment to ensuring all documentation is completed on time and to required standards

## **Interpersonal**

- High level of interpersonal skills including negotiation, problem solving, and conflict resolution to enable effective liaison with people
- Demonstrated experience in effective communication, with a range of stakeholders, with differing viewpoints, and experience in building positive, respectful relationships
- Apply critical thinking to problem solve environmental matters in a highly consultative, professional and solution-focused mindset
- Demonstrated commitment to continuous improvement
- Demonstrated experience in the provision of advice to stakeholders on statutory requirements
- Good organisational skills and a demonstrated capacity to act independently within established guidelines
- Experience in contractor management

## **Qualifications and experience**

- Relevant Degree in Natural Resource Management, Environmental Science, Environmental Health or demonstrated equivalent
- Demonstrated knowledge of legislation relevant to the position, including Environmental Planning and Assessment Act, Biodiversity Conservation Act, Local Government Act, Heritage Act, National Parks and Wildlife Act, Protection of Environmental Operations Act, NSW State Environmental Planning Policy (Coastal Management) and other relevant statutory requirements
- Demonstrated experience in the preparation and review of environmental impact assessment documentation under relevant legislation
- Relevant experience in environmental impact assessment and management for large multidisciplinary organisations including capital works providers, infrastructure providers and/or local government or similar
- Demonstrated professional written and oral communication skills, in particular communicating technical information in a concise and easily understood manner
- Possess or have the ability to promptly obtain accreditations and other skills as required by best industry practice or legislation to discharge the role, such as current drivers licence and WorkCover General Construction Induction accreditation
- Demonstrated professional written communication skills and computer literacy skills

# Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none"><li>• Manage self</li><li>• Displays resilience and adaptability</li><li>• Act with integrity</li><li>• Demonstrate accountability</li></ul>	<ul style="list-style-type: none"><li>• Communicate and engage</li><li>• Community and customer focus</li><li>• Work collaboratively</li><li>• Influence and negotiate</li></ul>	<ul style="list-style-type: none"><li>• Plan and prioritise</li><li>• Think and solve problems</li><li>• Create and innovate</li><li>• Deliver results</li></ul>	<ul style="list-style-type: none"><li>• Finance</li><li>• Assets and tools</li><li>• Technology and information</li><li>• Procurement and contracts</li></ul>

## Position description approval

Employee

Barry Gentle

Date

29/04/2025