

# Position Description



## CORPORATE INFORMATION

Position title	Senior Environmental Officer		
Directorate	Infrastructure Services	Branch/Section/Unit	Water
Position number	1336	Level	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Principal Water Engineer		
Direct reports	Nil		
Indirect Reports	Nil		

## SCOPE OF POSITION

### Position Summary

The Senior Environmental Officer plays a vital role in reducing environmental and public health risks, ensuring compliance with legislation, and supporting Council's water, sewage, and recycled water systems. The role provides technical expertise, manages regulatory reporting, and implements environmental management strategies to protect public health and the environment.

### Key Responsibilities of the Role

- Identify, manage, and reduce environmental and public health risks through effective project support and the implementation of management strategies.
- Ensure compliance with environmental and public health legislation, operational requirements, and Council policies.
- Develop, review, and implement procedures, guidelines, and policies to improve reporting systems and environmental compliance.
- Manage and deliver reports to regulatory bodies, including environmental and drinking water incident reports, annual returns, and monitoring program reports.
- Collect, analyse, and store data for Council records and ensure timely, accurate reporting for regulatory and operational needs.
- Coordinate and maintain environmental and water quality monitoring programs, including sampling for drinking water, recycled water, surface water, groundwater, landfill gas, biosolids, and other required elements.

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- Provide technical expert advice, guidance, and direction to less experienced staff, managing assigned technically complex and contentious matters.
- Engage with internal and external stakeholders, including regulatory bodies, community groups, industry representatives, and the public, to address environmental, public health, and compliance issues, escalating ambiguous matters when necessary.
- Foster a workplace culture that prioritises health, safety, psychological wellbeing, and ethical behaviour, consistent with Council's values.
- Build positive relationships within the Water branch and across Council directorates to foster collaboration and teamwork.

## Mandatory Licence/Competency (Ticket) Requirements

- Qualifications in Science, Environmental Science or related field:
  - Qualifications in Science, Environmental Science or related field:
  - Degree (preferred) with extensive relevant experience OR
  - Associate Diploma with extensive relevant experience OR
  - Or, lesser formal qualifications combined with significant relevant experience.
- Queensland 'C' Class driver's licence that is current and maintained.

## Essential Criteria

### Skills and Abilities:

- Ability to work autonomously and as part of a team, building effective relationships.
- Strong time management and organisational skills to prioritise workloads and deadlines.
- High-level communication skills for effective interaction with staff and stakeholders.
- Proficiency in computer applications, including Microsoft Word, Excel, Access, and Outlook.
- Ability to research, analyse, interpret, and summarise data to provide meaningful insights.
- Capability to exercise initiative, judgment, confidentiality, tact, and discretion in daily tasks.
- Experience supervising and managing employees and contractors, with skills in coaching, motivating, and managing performance issues.
- Ability to interpret and apply policies, procedures, and legislation in work practices.

### Experience and Knowledge:

- Practical experience in environmental management.
- Experience in preparing reports and meeting regulatory reporting requirements within the water industry.
- Detailed understanding of technical and environmental requirements.

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## Desirable Criteria

### Skills and Abilities:

- Auditing experience.
- Ability to influence employee attitudes and successfully implement changes.

### Experience and Knowledge:

- Experience working in a local government environment
- Understanding of ISO 14001 standards and their application.
- Familiarity with Council policies, procedures, and Enterprise Risk Management Framework.

## Physical Requirements of the Position

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Nil

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

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## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

## Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

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## POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*