

# Position Statement



<b>POSITION TITLE</b>	<b>Environmental Compliance Officer</b>
<b>POSITION NUMBER</b>	<b>80292</b>
<b>REPORTS TO</b>	Senior Lead Environmental Compliance
<b>CLUSTER</b>	Development, Planning and Regulation
<b>DEPARTMENT</b>	Environmental Regulation and Compliance
<b>TEAM</b>	Environmental Compliance
<b>PAY BAND</b>	H – Indoor - 35 hours per week
<b>AWARD BAND AND LEVEL</b>	Award Band 3, Level 2
<b>EFFECTIVE DATE</b>	April 2023

## ROLE PURPOSE

The Environmental Compliance Officer is responsible for the effective administration, implementation, enforcement and promotion of Council's erosion and sediment control management policies. The role provides sound professional specialist technical advice to our customers and to inform policy. Critical to the role is the review of development and construction applications to advise on erosion and sedimentation requirements. The role plays an important part in educating the community on erosion and sediment control and other environmental responsibilities.

Roles may evolve and change over time, in line with the changing strategic and operational requirements of the organisation to deliver quality services to our community.

## CORE ACCOUNTABILITIES

1. Assess and review development applications, providing specialist technical advice on erosion and sediment controls applicable to the individual development in line with legislative and Council requirements.
2. Proactively audit erosion and sediment control compliance on construction sites.
3. Investigate and resolve erosion and sediment control, general pollution/environmental incidents and complaints, prepare correspondence, and where appropriate implement action for non-compliance in accordance with relevant policies, guidelines and legislation.
4. Inform and educate internal and external customers including other professionals and technical staff on erosion and sediment control and other environmental issues ensuring Council meets its obligations under relevant legislation, policies and guidelines.
5. Provide and champion an exemplary customer experience at all times by placing the customer at the centre of everything we do.
6. Facilitate mediation to resolve erosion and sediment control related disputes between affected parties in accordance with relevant legislation, policies and guidelines.
7. Prepare and disseminate educational information on erosion and sediment control including website and online information.
8. Monitor and review environmental planning instruments, development control plans, guidelines and policy. Provide advice to inform Council codes and policies in light of changing legislation and community expectations.
9. Contribute to a positive team environment taking initiative while working independently.
10. Prepare detailed reports including evidence reports for legal matters and represent Council in Court, on various committees, panels and conferences.
11. Serve orders and notices under the Local Government Act, Contaminated Land Management & SEPP 55, Protection of the Environment Operations Act, Environmental Planning and Assessment Act and all other relevant Act or Regulation that confers powers on Council.

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The incumbent is required to undertake other duties, projects or tasks as directed, which are within his/her skills, competence and training, and undertake job-specific training and development. Consultation will occur as part of this process.

## ESSENTIAL CRITERIA

1. Degree qualifications in building construction, environmental science or management, engineering, geology or related field.
2. Sound experience in construction site erosion and sediment control principles and practices in a development environment with an understanding of the *Environmental Planning and Assessment Act 1979*, *NSW Local Government Act 1993* and associated legislation.
3. Ability to apply best practice erosion and sediment control knowledge on construction sites to achieve successful environmental outcomes.
4. Demonstrated strong commitment to, and passion for, the customer experience with proven ability to deliver exceptional customer interactions and outcomes, including experience working within the development community, recognised effective interactions, influencing and negotiating with a wide range of customers and stakeholders with an intent to build relationships.
5. Excellent organisational, interpersonal, and verbal and written communication skills with demonstrated ability to communicate at all levels, advanced report writing, proof reading and presentation skills.
6. Experience in analysing and interpreting data, particularly in the field of construction or environment.
7. Demonstrated experience working collaboratively within a team by contributing to ongoing business improvements and team work.
8. Excellent proficiency with Microsoft Office business software applications and familiarity with databases, digital platforms and electronic resources used within the development industry to collate, interpret, record and publish land and spatial information.
9. Class C Driver's Licence

## DESIRABLE CRITERIA

1. Current registration as a certified professional (or associate) in erosion and sediment control (CPESC) through the International Erosion Control Association Australasia (IECA).
2. Demonstrated experience in investigating breaches of statutory law including the collection of evidence and the implementation of legal proceedings.
3. Experience in developing and delivering training programs, mentoring and coaching team members in the area of expertise.

## CONDITIONS OF SERVICE

Our values: *shaping our future, leading at all levels, and working together*, reflect the culture of our organisation. They are the 'glue' that brings us all together in achieving our Council and community goals. Employees are expected to support, and feel supported by, our shared values.

Council's Capability Framework applies to all positions, and sets out the behaviours we expect from our people. The Capability Profile for this position is: Team Member The details of each profile are available on Council's intranet.

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined in the letter of offer.

<b>EMPLOYEE NAME</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	